RG 104, 8KRA-104-84-046 + 8KRA-104-84-052 Combined Into One Series (One Box)

8KRA-104-84-052, Letters Received, 1905 1 Bundle (Combined with 8KRA-104-84-046)

W. A. L. COOPER, PRESIDENT. JAS. S. SHAW, VICE-PRESIDENT. THOS. R. POWELL, SEC'Y AND TREAS.

THE COOPER & POWELL FURNITURE CO.

SUCCESSORS TO THE COOPER-HAGUS FURNITURE CO.

WHOLESALE RETAIL

1632-1638 CALIFORNIA ST

PHONE 930.

DENVER, COLO. June 13 1904

Office of the Assayer in charge

1	Mah D.F. 7ft long 58" wide flat double Desk	Zinc bottom (Dull finish)	170.00
1	do T.R.L.S.Φ 50" long 30" " Typewriter "	Zinc bottom Dull finish	67.00
1	do T.O.A. 7ft " 4ft " Table	Dull finish	74.00
1	do G.O.L.Z. Rotary Chairs (Leather seat & back)	" @	33.75
1	do G.O.L.A. arm " " " " "	" @	30.75
1	do 255 Spanish Leather Turkish Chair	"	64.00
1	do VV Mlhg Typewriter Chair	"	8.75

Private office of Assayer

1	Mlhg T.O.L. 66"X38" Roll top Desk (Zinc lined	"	220.00
1	" G.O.L.Z. Chair Rotary Leather seat & back	"	33.75
1	" G.O.L.A Arm Chair " " " "	"	30.75
1	" Table 30×60 SZE		58.00
1	" Lobby Locker Spanish Leather		63.75
1	" Davenport 0V54 nearly 7ft Spanish Leather		175.00

Melters Office

1	G. Oak 1/4 sawed 6ft Roll top Desk	S.H.N. Zinc Bottom	174.00
1	" 1/4 " 5ft "	A.G.Z " "	54.00
1	" " Typewriter	T.R.L.S.Φ " "	54.00
1	" " Table 30/60	S.Z.E.	54.00
7	" Rotary Chairs	G.O.L.Z Leather seat & back @	31.75
1	" arm "	G.O.L.A " " "	28.75
1	VV Typewriter Chair Spring back		8.75

Capt. Wm. Dwell
Aug. 2.

Headquarters
Quartermaster's Office
Chief Office

TREASURY DEPARTMENT

WASHINGTON June 23, 1905.

Mr. Frank M. Downer,

Superintendent, U. S. Mint,

Denver, Colorado.

Sir:

I transmit herewith for your information, a statement showing the amount paid at the Department, from the appropriation for New Machinery for your Mint up to date. Hereafter all bills payable from this appropriation will be referred to you for payment, except that for transportation by railway, of employees, which will be settled at the Department as heretofore. I also enclose a list of the accounts that have been paid by you from the appropriation "New Machinery, Mint at Denver" to June 1st, 1905, and a list of outstanding contracts for machinery to be paid from this appropriation and from the appropriation for Parting and Refining Bullion.

Respectfully,

Geo E Roberts

Director of the Mint.

TREASURY DEPARTMENT,

BUREAU OF THE MINT,

6/28, 190—

Director of the Mint.

SUBJECT:

All bills heretofore
pd. from Weekly. Fund.
Contracts to be paid
from this fund
etc.

No. of Inclosures

STATEMENT OF PAYMENTS MADE BY THE SUPERINTENDENT

OF THE UNITED STATES MINT AT DENVER

ON ACCOUNT OF NEW MACHINERY.

Date.	To whom paid.	Object of payment.	Amount.
			$
Aprl.13,	S. Faith & Co.	Contract (Aug. 9, 1902)	5,600.00
" 13,	" " " "	" " "	1,905.60
" 16,	" " " "	" " "	1,600.00
" 25,	H. H. Leizear	Services during Apl.1/2 mo.	52.00
" 30,	" " "	" " " "	52.00
May 12,	Republican Pub. Co.	Adv. for lighting fixtures	4.55
" 14,	The Post Pub. & Print. Co.	" " " "	4.20
" 16,	H. H. Leizear	Services 1/2 mo. May	52.00
" 16,	S. Faith & Co.	Contract (Aug. 9, 1902)	7,080.00
" 25,	S. Faith & Co.	" (Oct. 29, 1903)	1,032.00
" 31,	H. H. Leizear	Services 1/2 mo. May	52.00
June 7,	S. Faith & Co.	Contract (Aug. 9, 1902)	3,760.00
" 15,	H. H. Leizear	Services 1/2 mo. June	52.00
" 3o,	H. H. Leizear	" " " "	52.00
July 9,	S. Faith & Co.	Contract and proposals	4,752.00
" 15,	H. H. Leizear	Services 1/2 mo. July	52.00
" 30,	H. H. Leizear	" " " "	52.00
" 30,	Chas. R. Siegel	Services (Electrician)	100.00
Sept 1,	Elaf Saleen	Furnace chamber	100.00
Aug. 18,	Halleck & Howard Co.	Lumber	4.00
Sept 1,	Mitchell Vance Co.	Lighting fixt'rs (Contract)	1,200.00
Aug. 31,	S. Faith & Co.	Mechanical equipment	1,200.00
Sept 15,	H. H. Leizear	Services 1/2 mo. Sept.	52.00
" 15,	G. M. Hill	" (Helper)	52.00
" 15,	C. R. Seigel	" (Electrician)	50.00
" 15,	Gen. Electric Co.	Motor, Armature, etc.	132.50
Aug. 25,	Cooper & Lowell Fur. Co.	Furniture etc.	1,901.75
Sept 1,	" " " " "	"	551.55
" 30,	Colorado Telephone Co.	Telephone Service	7.55
" 30,	H. H. Leizear	Services (Draftsman)	52.00
" 30,	Chas. R. Seigel	" (Electrician)	50.00
," 30,	Geo. M. Hill	" (Helper)	52.00
Aug. 5,	S. Faith & Co.	Contract (May 16, 1904)	156.00
" 9,	S. Faith & Co.	" (Aug. 9, 1902)	800.00
" 15,	H. H. Leizear	Services 1/2 mo. August	52.00
" 15,	C. R. Seigel	" " " "	50.00
" 15,	C. R. Seigel	Traveling expenses	32.10
" 15,	Geo. M. Hill	Services 1/2 mo. August	52.00
" 22,	Geo. M. Hill	Traveling expenses	24.10
" 31,	H. H. Leizear	Services 1/2 mo. Sept.	56.00
" 31,	C. R. Seigel	" " " "	50.00
" 31,	Geo. M. HILL	" " "	56.00
Sept 22,	S. Faith & Co.	Contract	437.00
" 17,	Western Elect. Co.	Electrical supplies	22.57
Aug.Jul,	The Scott Supply Co.	Tools	190.32
Sept 30,	S. Faith & Co.	Contract	4,000.00
Oct. 14,	H. H. Leizear	Services 1/2 mo.	48.00
" 14,	G. M. Hill	" (Helper)	48.00
" 14,	C. R. Seigel	Services (Electrician)	46.67
" 25,	Mitchell Vance Co.	Electric fixtures	3,718.00
" 25,	Western Elect'l Co.	Electrical supplies	87.74
" 25,	John Gregor	Foundation Motor set	225.00
" 31,	H. H. Leizear	Services 1/2 mo.	56.00
" 31,	G. M. Hill	" " "	56.00
"" 31,	C. R. Seigel	" " "	53.33
	Total ----------		41,976.53

	Brought forward ----------		41,976.53
Oct. 24,	S. Faith & Co.	Two oil storage tanks	1,032.00
" 19,	Eaaf Saleen	Fittings and linings	102.00
" 30,	Denver Dry Goods Co.	110 shades (Contract)	139.95
Nov. 15,	H. H. leizear	Services 1/2 mo.	52.00
" 18,	G. M. Hill	" " "	68.50
" 18,	Chas. R. Seigel	" " "	50.00
" 1,	General Electric. Co.	Supplies	18.75
" 17,	S. Faith & Co.	Fireman and Coal	154.00
" 30,	H. H. Leizear	Services 1/2 mo.	52.00
" 30,	The mitchell Vance Co.	Lighting Fixtures	880.00
" 25,	Postal Tel. Co.	Messages to Mr. Healy	1.02
Sept 6,	Western Union Tel. Co.	Message to Mr. Healy	63
Nov. 22,	Cooper Powell Fur. Co.	Oak stool	4.50
" 30,	Chas. R. Seigel	Services 1/2 mo. & overtime	73.50
" 30,	Geo. M. Hill	" " " " "	56.00
Dec. 9,	John Gregor	Enamel Brick	434.00
Nov. 11,	Doten-Dunton Desk Co.	Desk	105.00
Dec. 3,	F. O. Browne	Floor framing in eng. room	300.00
" 6,	J. F. Buchanan & Co.	Miscellaneous material	195.00
Nov. 12,	R. L. Whitehead	Traveling expenses	69.58
Dec. 15,	G. M. Hill	Services 1/2 mo. & overtime	54.00
" 15,	Chas. R. Seigel	" " " " "	53.50
" 15,	H. H. Leizear	" " " " "	57.00
" 27,	Colorado Telephone Co.	Office Supt. Machinery	25.00
" 31,	H. H. Leizear	Services 1/2 mo.	56.00
" 31,	Geo. M. Hill	Services 1/2 mo.	56.00
" 31,	C. R. Seigel	" " " & overtime	57.50
" 24,	S. Faith & Co.	Operation of boilers	195.00
" 30,	Eaton Cole & Burnham Co.	Pipe Machine	1,200.00
" 30,	Niles Bennet Pond Co.	Drill, Saw &c.	424.00
Jan. 10,	Western Electric Co	Miscel. Electric supplies	12.25
" 10,	Kendrick Book & Stat. Co.	Drawing supplies	39.01
" 10,	Scott Supply & Tool Co.	Miscel. supplies	67.54
" 11,	Fairbanks & Morse	Wagon scale	500.00
" 9,	S. Faith & Co	Mechanical supplies	374.40
" 14,	Bryan Marsh Co.	Incandescent lamps	270.56
" 14,	Daniels & Fisher Co.	Carpets	324.00
" 13,	Westinghouse Mfg. Co.	Motor Gen.	1,550.00
" 13,	Waterbury F. F. & M. Co.	Machinery	1,375.00
" 13,	Wilmarth & Morman Co.	Drill Grinder	215.00
" 13,	S. Faith & Co.	Concrete pit for oil tanks	104.00
" 16,	Gen. Fireproofing Co.	Drawing case	480.00
" 16,	Alberine Stone Co.	Stone slabs	90.00
" 16,	H. H. Leizear	Services 1/2 mo.	52.00
" 16,	G. M. Hill	" " "	54.00
" 16,	Chas. R. Seigel	" " "	56.50
" 17,	Jas. Clarke Jr. Co.	Bench Drills	315.00
" 18,	S. Faith & Co.	Final payment New Machinery	8,142.40
" 20,	S. Faith & Co.	Operation of boiler	378.77
" 30,	Scott Supply & Tool Co.	Drill	1,020.00
" 31,	C. R. Seigel	Services 1/ 2 mo.&overtime	53.50
" 31,	H. H. Leizear	" " " " "	60.00
" 31,	Geo. M. Hill	" " " " "	57.00
" 23,	S. Faith & Co.	Operation of boilers	219.80
Dec. 31,	Peerless Rubber Co.	Rubber tiling	1,200.28
Feb. 15,	Geo. M. Hill	Services & overtime	71.00
" 15,	H. H. Leizear	" " "	75.00
" 15,	C. R. Seigel	" " "	56.50
" 8,	S. Faith & Co.	Operation of boilers	364.75
" 18,	Elaf Saleen	Concrete floor in eng. room	595.00
Jan. 31,	S. Faith & Co.	Final payment on oil tanks	516.00
Feb. 20,	Chas. R. Seigel	Services for 4 days	16.00
	Total ----------		66,648.22

		Brought forward ----------	66,648.22
Jan. 31,	Scott Supply and Tool Co.	Miscel. Machinery	8,190.45
Feb. 28,	Marshall H. White	Salary and overtime to Feb.28	11.25
" 28,	Geo. M. Hill	" " " " " "	53.50
" 28,	H. H. Leizear	" " " " " "	54.50
" 28,	Dellazon A. Davis	" " " " " "	18.81
" 28,	F. O. Browne	Wood floor etc.	797.50
" 3,	Western Electric Co.	Miscellaneous supplies	14.15
Mar. 8,	Scott Supply and Tool Co.	" "	100.02
" 15,	H. H. Leizear	Salary 1/2 mo March	56.00
" 15,	D. A. Davis	" " " "	50.75
" 15,	M. H. White	" " " "	43.88
" 15,	Geo. M. Hill	" " " "	59.00
" 9,	Vulcan Sheet Metal Co.	Steel boxes &c.	5.70
	Colorado Telephone Co.	Service from Jan. 1, to Apri	25.00
" 31,	H. H. Leizear	Salary Mar. 15 to Mar. 31,	60.00
" 31,	M. H. White	" " " " "	48.00
" 31,	G.M. Hill	" " " " "	79.38
" 31,	D. A. Davis	" " " " "	55.13
" 6,	John Gregor	Brick and wood work in Lab.	578.30
Aug. 31,	Baxter D. Whitney	Single Surface Planes	612.00
Mar. 8,	S. Faith & Co.	Operation of boilers for Feb.	448.83
Jan. 18,	A. W. Harris Oil Co.	Oil	566.25
" 24,	Doten Dunton Desk Co.	Desk	195.00
Mar. 13,	Mitchell Vance Co.	Lighting Fixtures	1,449.50
Jan. 12,	Browne & Sharpe Mfg. Co.	Surface Grinding Machine	1,125.00
Mar. 6,	Safety Armorite Con. Co.	Conduits, etc.	21.18
" 7,	Elaf Saleen	Refinishing artesian well	147.50
Jan. 31,	D. A. Benedict	Hauling Machinery	6.50
1904.			
Dec 31,	E. Harrington Sons & Co.	Helical gears	226.00
1905.			
Jan. 11,	U. S. GuttaPercha P. Co.	Paint	6.75
Feb. 28,	Jos. W. Milson	Traveling expenses	102.85
" 28,	A. R. Hodgson	" "	154.39
Mar. 31,	E. A. Hollis	Wrenches, &c.,,	9.25
" 22,	R. L. Whitehead	Traveling expenses	29.98
" 31,	B. K. Sweeney	Miscel. supplies	52.96
" 30,	S. Faith & Co.	Operation of boilers	399.06
Apl. 15,	H. H. Leizear	Salary	52.00
" 15,	G. M. Hill	"	58.50
" 15,	M. H. White	"	42.00
" 15,	D. A. Davis	"	45.50
" 18,	U. S. Express Co.	Glassware expressage	2.00
Jan. 12,	Mountain Elect. Co.	Repairs to ammeter	17.70
Apl. 6,	" " "	Miscel. supplies	32.45
" 5,	General Elect. Co.	" "	5.20
" 24,	Adams Express Co.	Expressage	.80
" 29,	M. H. White	Salary	36.00
	H. H. Leizear	"	48.00
	G. M. Hill	"	54.00
	D. A. Davis	"	42.00
	Total ----------		$82,938.69

		Brought forward, ----------		$82,938.69
Jan.		Weicker Cliff T.&S. Co.	Hauling Machinery	95.00
Apr.	20	Fairweather & Rahn	Okonite Wire	33.00
"	24	S. Faith & Co.	Operating boilers, April,	576.38
May	15	D. A. Davis	Salary 1/2 month,	45.50
"	15	Henry H. Leizear	" " "	52.00
"	15,	George M. Hill	" " "	58.50
"	15	M. H. White	" " "	39.00
Apr.	18	Stow Flexible Shaft Co.	Machinery	268.95
Mar.	11,	Eaton, Cole and BurnhamCo	Pipe Machine, &c.	748.00
May	18	Adams Express Co.,		1.25
"	25	U. S. Express Co.	Watchman's Wall Box,	2.00
"	12,	Weicker Cliff T. & S.Co.	Hauling gas machines	18.00
"	27	Adams Express Co.	Wooden Patterns	14.65
Apr.	26	Albert Sauveur	2 Microscopes	255.00
May	2	Library Bureau	Copying Machine	46.90
"	17	S. Faith & Co.	Operating boilers 1/2 May	310.78
Apr.	6	Kendrick Book & Stat.Co.	Stationery	52.25
"	6	Scott Supply Co.	Miscel. Supplies	46.13
May	31	Marshall H. White	Salary 1/2 Month May	57.50
"	31	Dellazon A. Davis	" " " "	57.50
"	31	Henry H. Leizear	" " " "	57.00
"	31	George M. Hill	" " " "	63.00
		Total ----------		85,836.98

W. A. L. COOPER, PRESIDENT. JAS. S. SHAW, VICE-PRESIDENT. THOS. R. POWELL, SEC'Y AND TREAS.

THE COOPER & POWELL FURNITURE CO.

SUCCESSORS TO THE COOPER-MAGUS FURNITURE CO.

WHOLESALE RETAIL

1632-1638 CALIFORNIA ST

DENVER, COLO. June 13 1904

PHONE 930.

Chief Clerks Office

1 - Oak G.O.T 1/2 Roll top Desk 66" instead of flat 1/4 saw oak Pnl Bottom	124.00
1 " J.R.L.A.O " Typewriter desk	54.00
Golden oak Rotary Chairs G.O.L.Z	31.75
1 " " Arm " G.O.L.a	28.75
1 - rr Typewriter Chair Spring back	8.75

Office of Assistant Assayer

1 oak S.J.Z. ~~Flat~~ Flat top ~~38/66~~ 38/64 Desk	61.00
1 " a.S.Z. 5 ft Roll top Desk	54.00
1 Rotary Chairs G.O.L.Z. Leather Seat + back	31.75

Memorandum

S.O.N. Mtg Table 42 x 96	69.00

O.K.
Judson

U. S. MINT, DENVER.

July 1, 1905.

Supt. Public Office.			
1	Mahogany flat top desk	$170.	
1	" " " table	74.	
1	" typewriter desk	62.	
2	" rotary chairs	67.50	
2	" staty "	61.50	
1	" uphd. "	64.	
1	Typewriter chair	8.75	507.75
Supt. Private Office			
1	Mahogany roll top desk	220.	
1	" flat top table	58.	
1	Davenport	175.	
1	Mahogany rocker	63.75	
1	" rotary chair	33.75	
1	" staty "	30.75	581.25
Chief Clerk's Office.			
1	Roll top desk	124.	
1	Flat top "	34.	
1	Typewrite "	54.	
2	Rotary chairs	63.50	
1	Arm chair	28.75	
1	Typewriter chair	8.75	313.00
Bookkeeper's room.			
1	Roll top desk	43.	
1	Roll top desk	35.	
2	Rotary chairs	21.70	99.70
Hall.			
1	Door-keeper's desk	36.	
1	Rotary chair	9.75	45.75
Cashiers Office.			
1	Roll top desk	124.	
1	Rotary chair	31.75	
1	Roll top desk	29.	
1	" " "	43.	
2	Rotary chairs	21.70	249.45
Warrant Clerk's Office.			
1	Roll top desk	54.	
1	" " "	43.	
2	Rotary chairs	21.70	118.70
Weigh Room.			
1	Flat top desk	34.	
1	" " "	34.	
2	Rotary chairs	21.70	89.70
Melter & Refiner's Office.			
1	Roll top desk	124.	
1	" " "	54.	
1	" " typewriter desk	54.	
1	Oak table	54.	
2	Rotary chairs	63.50	
1	Arm chair	28.75	
1	Typewriter chair	8.75	387.00
Assayer's Office. & Dept.			
1	Roll top desk	124.	
1	" " "	54.	
1	Flat top desk	30.	
2	Rotary chairs 31.75	63.50	
3	" " wood seat 10.85	32.55	
2	Stay arm chairs 12	24.	
1	Rotary chair	15.	
1	Arm chair	26.50	
1	Office table	36.	405.55
Coiner's Office.			
1	Roll top desk	124.	
1	Roll top desk	54.	
1	Office table	36.	
2	Rotary chairs 31.75	63.50	
1	Arm chair	26.50	304.00
			3,101.85

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by Department

STATEMENT OF PAYMENTS MADE FROM APPROPRIATION FOR NEW MACHINERY

OF THE UNITED STATES MINT AT DENVER, COLORADO.

(Act June 6, 1900.)

Date.	To whom paid.	Object of payment.	Amount.
1901.			
Jan. 24,	Penna. R. R. Co.	Transportation of Mr.Church	$ 60.25
Feb. 1,	E. S. Church	Traveling expenses.	25.15
Feb. 23,	E. S. Church	" "	11.75
May 25,	So. Pacific R.R.Co.	Transportation of Mr.Church	32.50
May 27,	So. Pacific R.R.Co.	" " " "	93.00
June 21,	Theo. Atteneders &Sons	Drawing Instruments	39.82
Sept.28,	F. E. Healy	Expenses rel. Electric Plant	6.38
Dec. 3,	F. E. Healy	Expenses Nov.1 to Dec. 3,	78.20
1902.			
Jan. 16,	F. E. Healy	Traveling expenses	94.88
Jan. 16,	F. E. Healy	Expenses Jan 1-10	21.95
Jan. 21,	Penna. R. R. Co.	Transportation of Mr. Healy	47.25
Feb. 4,	F. E. Healy	Services 27 days during Jan.	135.00
Feb. 4,	H. H. Leizear	" 18 " " "	49.50
Feb. 17,	F. E. Healy	Traveling expenses	27.05
Feb. 20,	Denver & Rio G.R.R.Co.	" " Mr. Healy	45.50
Mar. 1,	F. E. Healy	Services 24 days during Feb.	120.00
Mar. 1,	H. H. Leizear	" 24 " " "	66.00
Mar. 4,	F. E. Healy	Traveling expenses	6.25
Aprl. 1,	F. E. Healy	Services 26 days during Mar.	156.00
Aprl. 1,	H. H. Leizear	" 26 " " Mch.	71.50
May 1,	F. E. Healy	" 26 " " Aprl.	156.00
May 1,	H. H. Leizear	" 26 " " "	71.50
May 21,	J. C. Parker	1 Oscillating Mimeograph	50.00
May 26,	Wickoff Seamans & Co.	1 No. 7 Remington Typewriter	82.80
May 28,	F. E. Healy	Expenses May 23,	6.25
June 3,	F. E. Healy	Services 27 days during May	162.00
June 3,	H. H. Leizear	" 27 " " "	74.25
July 1,	F. E. Healy	" during June	150.00
July 1,	H. H. Leizear	" " "	68.75
July 8,	F. Weber & Co.	Drawing supplies	50.00
July 17,	Sta. Div.Treas. Dept.	Stationery	36.19
Aug. 1,	F. E. Healy	Services 27 days during July	162.00
Aug. 1,	H. H. Leizear	" 27 " " "	74.25
Aug. 4,	F. E. Healy	Traveling expenses	8.25
Aug. 6,	F. Weber & CO.	Drawings etc. supplies	7.20
Aug. 14,	F. E. Healy	Freight on sta. from Wash.to Phil.	.53
Aug. 21,	W. H. Haskins	Drawing supplies	4.95
Aug. 21,	W. H. Haskins	" "	2.00
Aug. 30,	F. E. Healy	Services 26 days during August	156.00
Aug. 30,	H. H. Leizear	" 26 " " "	71.50
Sept.29,	U. S. EX. Co.	Sta. for F. E. Healy	1.00
Oct. 1,	F. E. Healy	Services 26 days during Sept.	156.00
Oct. 1,	H. H. Leizear	" 26 " " "	71.50
Oct. 7,	F. E. Healy	Stationery	14.25
Nov. 1,	F. E. Healy	Services 27 days during Oct.	162.00
Nov. 1,	H. H. Leizear	" 27 " " "	74.25
Nov. 15,	F. E. Healy	Traveling expenses	9.85
Dec. 1,	F. E. Healy	Services 25 days during Nov.	150.00
Dec. 1,	H. H. Leizear	" 25 " " "	68.75
	Total ----------		3,289.95

1903.	Brought forward		3,289.95
Jan. 2,	F. E. Healy	Services 27 days during Dec.	162.00
Jan 2,	H. H. Leizear	" 27 " " "	74.25
Jan 31,	F. E. Healy	" 27 " " Jan.	162.00
Jan. 31,	H. H. Leizear	" 27 " " "	74.25
Mar. 2,	F. E. Healy	" 24 " " Feb.	144.00
Mar. 2,	H. H. Leizear	" 24 " " "	66.00
Mar. 19,	F. E. Healy	Traveling expenses	21.15
Mar. 28,	F. Weber & Co.	Drawing Supplies	18.58
Apl. 1,	F. E. Healy	Services 26 days during Mar.	156.00
Apl. 1,	H. H. Leizear	" 26+5 " 6hrs" "	87.14
Apl. 1,	S. H. Quint & Sons	Auto. numbering stamp	16.00
Aprl 16,	W. H. Hoskins	Supplies	13.20
Aprl 16,	Department	Stationery	38.30
May 1,	F. E. Healy	Services 26 days during April	156.00
May 1,	H. H. Leizear	" 26 " " "	71.50
May 1,	"Engineering News"	Adv'r Elec. Lt. & Power Plant	8.80
May 1,	"Engineering Record"	" " " " " "	8.80
May 1,	" Engineering News"	" Generating set & Motor	3.20
May 5,	Henry Troemner	1 5lb. Scale	6.00
May 6,	"The Post" Chicago	Adv. for machinery	8.80
May 6,	"The Post" Chicago	" " Crane and Motor	6.80
May 6,	"The Denver Times"	" 45 H.P. Motor	2.40
May 26,	"The Engineering R'cd	" " trav. crane and motor	6.40
May 26,	" The Republican"	" for electric light plant	3.00
May 27,	F. E. Healy(F.WeberCo)	Drawing materials	10.00
June 1,	F. E. Healy	Services 26 days during May	156.00
June 1,	H. H. Leizear	" 26 " " "	71.50
June 1,	F. E. Healy	Traveling expenses	45.35
June 16,	"The St. L. Globe Co.	Adv. for electric light plant	9.50
June 19,	Department	Bill for Stationery	2.20
June 22,	F. Weber & Co.	Drawing supplies	19.90
July 1,	F. E. Healy	Services during June	156.00
July 1,	H. H. Leizear	" " "	71.50
July 27,	Penna. R.R.Co.	Transportation for Mr. Healy	60.80
July 27,	" " " "	Pullmam Car Service " "	21.00
July 30,	F. Weber & Co.	Steel tape, caliper,drawing pin	27.17
July 30,	Fred. A Schmidt	Drawing board & print frame	7.60
July 30,	F. E. Healy	Traveling expenses	64.10
Aug. 27,	F. E. Healy	" "	8.71
Aug. 1,	F. E. Healy	Services 27 days during July	162.00
Aug. 1,	H. H. Leizear	" 27 " " "	74.25
Sept. 1,	F. E. Healy	" 26 " " Aug.	156.00
Sept. 1,	H. H. Leizear	" 26 " " "	71.50
Sept.30,	Sup. Architect	Five blue prints etc.	1.05
Sept.30,	F. E. Healy	Services 26 days during Sept.	156.00
Sept.30,	H. H. Leizear	" 26 " " "	71.50
Sept. 1,	Geo. W. Knox	Drayage in July 1903.	.50
Oct. 1,	Stiffel & Freeman	Supplies	11.70
Oct. 31,	F. E. Healy	Traveling expenses	55.90
Oct. 31,	F. E. Healy	Services 27 days during Oct.	162.00
Oct. 31,	H.H. Leizear	" 27 " " "	74.25
Nov. 19,	Williamson Bros.	Iron castings	330.21
Nov. 19,	Eynon -Evans Mfg.Co.	Grate Brass	521.12
Nov. 19,	" " " "	" Metal	258.77
Nov. 19,	" " " "	" "	217.04
Nov. 19,	" " " "	" "	32.10
Nov. 19,	" " " "	" "	12.39
	Total ----------		7,704.13

	Brought forward ----------		7,704.13
1903.			
Nov. 21,	Einweichter & Wyeth	Forgings of machinery	99.59
Nov. 21,	Alfred Box Co.	Traveling crane (1st payment)	1,426.00
Nov. 21,	Eynon-Evans Mfg Co.	Brass castings	169.05
Nov. 28,	E. F. Healy	Traveling expenses	39.33
Nov. 30,	F. E. Healy	Services 25 days during Nov.	150.00
Nov. 30,	H. H. Leizear	" 25 " " "	68.75
Dec. 5,	Sup. Architect	Photographs of tracings,	4.62
Dec. 5,	" "	" " "	2.10
Dec. 22,	Fred. A. Schmidt	Drawing supplies	12.25
Dec. 22,	E. A. Hand	Jessops cast steel annealed	3.96
Dec. 22,	F. Weber & Co.	Two rolls blue print paper	1.62
Dec. 22,	E. A. Hollis	Hardware	22.81
Dec. 22,	F. Weber & Co.	Three rolls blue print paper	2.43
Dec. 22,	S. Faith & Co.	Iron grills	45.00
Dec. 22,	E. S. Church	Traveling expenses	14.08
Dec. 22,	Einweichter & Wyeth	Machinery steel	7.48
Dec. 22,	U.S.GuttaPercha PaintCo	Paint for machinery	11.00
Dec. 22,	Eynon-Evans Mfg. Co.	Brass castings,	66.89
Dec. 22,	E. A. Hollis	Hardware	23.64
Dec. 22,	Eynon-Evans Mfg. Co.	Brass castings	8.61
Dec. 22,	Geo. V. Cresson Co.	Steel forgings cutting press	36.00
Dec. 22,	" " " "	Supports for milling machines	13.75
Dec. 22,	E. A. Hollis	Forgings	195.94
Dec. 22,	Geo. V. Cresson	Shafts for rolling mill	69.08
Dec. 22,	J. E. Lonergan Co.	Cups for oil	58.87
Dec. 22,	E. A. Hollis	Brass screen	14.50
Dec. 22,	Yawman & Erbe Mfg Co.	Swinging Typewriter stand	5.00
Dec. 22,	Penna. R. R. CO.	Transportation F. E. Healy	44.00
Dec. 22,	Geo. V. Cresson Co.	Machinery, castings etc.	136.00
Dec. 23,	E. S. Church	Traveling expenses	13.58
1904.			
Jan. 2,	F. E. Healy	Traveling expenses	11.31
Jan. 2,	F. E. Healy	Traveling expenses	89.50
Jan. 2,	F. E. Healy	Services 27 days during Dec.	162.00
Jan. 2,	H. H. Leizear	" 27 " " "	74.25
Jan. 6,	E. A. Hollis	Machinery steel	79.67
Jan. 6,	Eynon-Evans Mfg. Co.	Brass castings	42.63
Jan. 6,	" " " "	Brass castings	4.83
Jan. 6,	Einweichter & Wyeth	Sheet steel	5.20
Jan. 6,	Riehle Bros.Test.Mch.Co	Planing bed plates roll.mill	54.00
Jan. 7,	E. A. Hollis	Leather spouts,belts& switches	22.32
Jan. 7,	Jas.G. Biddle	Starting boxes	352.00
Jan. 7,	Keller Pike Co.	Wire and tubing starting boxes	33.21
Jan. 22,	E. A. Hollis	Name plate for machinery	6.50
Jan. 24,	Denver & Rio G. R.R.	Transportation Mr. Healy	44.75
Jan. 23,	Alfred Box Co.	Traveling crane contract	1,069.50
Jan. 23,	Tioga Steel Co.	Forgings for riddle	31.36
Jan. 23,	Eynon-Evans Mfg. Co.	Castings	4.99
Jan. 23,	N. Process R. Hide Co.	Pinion blanks	322.40
Jan. 23,	Hall & Carpenter	Steel for side of riddle	4.70
Jan. 23,	E. A. Hollis	Hard brass for "	11.98
Jan. 28,	Stubbs Steel Co.	Iron and steel	16.77
Feb. 1,	F. E. Healy	Services 26 days during Jan.	156.00
Feb. 1,	H. H. Leizear	" 26 " " "	73.60
Feb. 1,	G. M. Hill	" 6 " " "	17.40
Feb. 1,	F. E. Healy	Traveling expenses	39.23
Mar. 1,	F. E. Healy	Services 25 days during Feb.	150.00
Mar. 1,	H. H. Leizear	" 25 " " "	72.50
Mar. 1,	G. M. Hill	" 25 " " "	72.50
Mar. 1,	National Elec. SupplyCo	Electric Lamps etc.	22.00
Mar. 2,	Williamson Bros Co.	Iron castings(Rebman Foundry)	1,252.65
			14,769.81

	Brought forward	----------	14,769.81
1904.			
Mar. 3,	J. E. Lonergan Co.	Oil cups	15.15
" 3,	Manning Maxwell & Moore	Ideal grinder and starter	400.00
" 3,	Crocker Wheeler Co.	15 motors	3,567.00
" 3,	Eynon-Evans Mfg. Co.	Brass Castings	4.94
" 3,	Baizley Iron Works	Coin Riddle	198.00
" 3,	Baeuerle & Morris	Copper pans, colander, funnel	51.70
" 3,	Geo. W. Field	1 Harrington Hoist	17.84
" 5,	Gutta Percha Paint Co.	Egg shell Lacquer	3.10
" 5,	E. A. Hollis	Iron and steel	22.29
" 18,	Geo. E. Roberts	Traveling expenses	37.72
" 18,	E. S. Church	" "	31.43
" 28,	E. A. Hollis	Steel iron etc.	30.53
" 28,	Baeurle & Morris	Two copper colanders	20.50
" 28,	E. H. Taggart	Oil cloth	28.80
" 28,	Jas. Gallagher	Rubber blankets	1.50
" 28,	Williamson Bros.	Iron castings	18.61
" 28,	D'Olier Engineer. Co.	Knife switches, Pringle swit.	42.69
" 28,	Andrew Bolger	Drayage	36.37
" 31,	F. E. Healy	Traveling expenses	87.49
" 31,	F. E. Healy	Services 27 days during Mar.	162.00
" 31,	H. H. Leizear	" 27 " " "	78.30
" 31,	G. M. Hill	" 27 " " "	78.30
" 31,	Williamson Bros.	Iron castings	13.92
Aprl. 22,	F. A. Schmidt	Supplies	17.30
" 23,	"The Engineering Record"	Advertizing for proposals	4.80
" 23,	"The Manufacturer"	" " lighting etc.	2.20
" 23,	"The Construction News"	" " " "	3.00
" 30,	F. E. Healy	Services 26 days during April	156.00
" 30,	Geo. M. Hills	" 26 " " "	75.40
May 3,	Amer. Gas. Fur. Co.	Heating Machine	800.00
" 3,	" " " "	" " with hood	1,625.00
" 6,	Walter C. McIntyre Co.	3 3 H.P. Motors 220 volts,	795.00
" 9,	Stubbs Steel Co.	Forgings	25.00
" 16,	Cutter Elec. & Mfg.Co.	3 Circuit Breakers	140.00
" 18,	Sup. Architect	Photographic service	4.62
" 18,	Penna. R.R. Co.	Healy and Leizear transporta'n	88.00
" 19,	Denver T.writer Exchange	Typewriter chair	6.00
" 19,	Oliver Typewriter Co.	1 #94 Cabinet	45.00
" 19,	" " "	1 Oliver Typewriter	106.00
" 19,	Jas. Gallagher	Drayage	1.50
" 21,	Oliver Typewriter Co.	I Typewriter & Carriage	99.23
" 19,	J. E. Lonergan	Oilers	6.70
" 31,	F. E. Healy	Services 26 days during May	156.00
" 31,	Geo. M. Hill	" 26 " " "	75.40
June 1,	H. H. Leizear	Traveling expenses	18.00
" 1,	F. E. Healy	" "	215.74
" 2,	J. B. Eckfeldt	" "	6.43
" 2,	E. S. Church	" "	6.43
" 4,	Standard Furniture Co.	Desk, Cabinet 3 chairs	80.42
" 4,	Fred. A Schmidt	Drafting table	41.00
" 18,	Department (Mr. Healy)	Stationery	50.00
" 21,	Department	Stationery (April)	73.45
" 22,	Penn. R.R. Co.	Transportation Mr. Healy	44.75
" 22,	J. E. Woodworth	Traveling Expenses	16.80
" 30,	F. E. Healy	Services during June	156.00
" 30,	G. M. Hill	" " "	78.00
" 30,	C. R. Siegel	" " "	36.26
July 11,	U. S. Express Co.	Transferring 1 box	6.19
	Total ----------		24,779.61

			$
	Brought forward ----------		24,779.61
1904.			
July 20,	Treasury Department	Stationery (June)	21.72
" 20,	" "	" "	44.88
" 23,	U. S. Express Co.	Transporting box	14.85
" 27,	F. A. Schmidt	Drawing supplies	49.80
" 30,	F. E. Healy	Traveling expenses	99.20
Aug. 19,	Amer. Archi. Build. News"	Advertizing for ~~supproposals~~	1.50
" 12,	F. E. Healy (1903)	Traveling expenses	14.12
" 12,	H. H. Leizear "	" "	4.25
Sept. 24,	Geo. V. Cresson	Cutting blanks	74.00
Luly 30,	F. E. Healy	Services for July	156.00
" 30,	G. M. Hill	" " "	78.00
" 30,	F. E. Healy	Traveling expenses	14.16
Aug. 22,	G. V. Cresson	Cutting teeth in saws	24.00
" 25,	Williams Bros. Co.	Iron Castings for wheels	16.81
" 26,	Cutter Mfg. Co.	Ammetor, Voltmetor, cases	173.50
" 27,	Penn R. R. Co.	Transp't'n Healy & Siegel	62.75
Sept 30,	F. E. Healy	Traveling expenses	162.30
" 30,	F. E. Healy	" "	20.50
" 30,	F. E. Healy	Services for Sept.	156.00
" 23,	Providence Eng. Works	Contract (1st payment)	19,481.10
Aug. 31,	F. E. Healy	Services during August	162.00
Oct. 27,	D. & R. G. R.R. Co.	Transportation Mr. Healy	44.75
" 27,	C. & O. R.R. Co.	" Healy and Hill	88.00
" 27,	Cooper & Powell Fur. Co.	Desk and Chair	55.50
" 27,	Penn. R. R. Co.	Transp't'n Whitehead & Healy	134.75
Dec. 1,	F. E. Healy	Services during November	183.00
" 13,	F. E. Healy	Traveling expenses	101.35
" 13,	F. E. Healy	" "	20.55
" 13,	F. E. Healy	" "	20.70
" 13,	E. S. Church	" "	24.43
" 23,	R. L. Whitehead	" "	25.18
" 23,	D. & R. G. R. R. Co.	Transportation Mr. Healy	44.75
Nov. 7,	F. E. Healy	Services during October	156.00
1905.			
Jan. 3,	F. E. Healy	Services during December	162.00
" 24,	R. L. Whitehead	Traveling expenses	8.63
" 24,	F. E. Healy	" "	95.69
Feb. 20,	F. E. Healy	Services during January	171.00
Mar. 20,	F. E. Healy	Traveling expenses	159.40
" 22,	R. L. Whitehead	" "	14.50
" 28,	Treasury Dept.	Stationery	21.88
" 28,	Penna. R. R. Co.	Transportation Mr. Healy	78.00
Feb. 25,	W. F. Bowen	Traveling expenses	51.40
" 28,	F. E. Healy	Services during Feb.	202.50
Mar. 7,	Providence Eng. Works	Elect. L. & Power Plant	25,974.80
" 13,	E. A. Hollis	Forging high grade steel	79.17
" 29,	F. E. Healy	Traveling expenses	52.11
Apl. 1,	F. E. Healy	Services during March	162.00
" 3,	Penn. R. R. Co.	Transportation Mr Milsom	90.25
" 18,	R. L. Whitehead	Traveling expenses	32.53
" 18,	Treasury Dept.	Freight on furniture	312.16
" 22,	Penn. R. R. Co.	Transp't'n Milsom & Hodgson	50.00
May 10,	R. L. Whitehead	Traveling expenses	14.38
" 15,	F. E. Healy	Services during April	150.00
	Total ----------		74,392.41

			$
Brought forward,			74.392.41
May 16,	F. E. Healy,	Services month of April,	150.00
" 31,	F. E. Healy,	Traveling Expenses,	93.26
June 1,	Fred. A. Schmidt	Supplies,	22.85
" 2,	Chicago B. & Q. R. R.	Freight on Machinery	161.21
" 2,	Penn. R. R. Co.,	Trans'ption W. F. Bowen	55.00
" 14,	Providence Eng. Works,	Machinery	12,481.10
" 15,	F. A. Healy	Expenses	24.51
	Total		87,380.34

OFFICE OF DIRECTOR OF THE MINT

TREASURY DEPARTMENT

WASHINGTON February 1,1905.

Frank M. Downer, Esq.,

Supt. Mint United States,

Denver, Colorado.

Sir.-

The agents of the Youngstown Fireproofing Company, the contractors for the lockers for your mint, desire that Mr. G. M. Hill be permitted to put them up after office hours. There does not appear to be any objection to allowing this to be done, providing no Government material is used in the work.

Respectfully,

Geo E Roberts

Director of the Mint. s.

TREASURY DEPARTMENT,

BUREAU OF THE MINT,

----------, *190*

Director of the Mint.

SUBJECT:

No. of Inclosures

TREASURY DEPARTMENT
OFFICE OF
DIRECTOR OF THE MINT

Washington, Feb.4,1905.

F. M. Downer Esq.,
Superintendent,U.S.Mint,
Denver, Colorado.

Sir:

Replying to your communication relative to the application of Mr. Oscar Hinrichs for the place of Assistant Custodian of the Mint building, I would say that there is no regular practice by which the duties of the Custodian are performed. The law makes the Superintendent of the Mint the custodian of the building and he may assign the actual duties as he sees fit, either by the appointment of an Assistant Custodian or by the division of the duties among other subordinates. At the San Francisco Mint the assistant custodian is Captain of the Watch, sleeps in the building, and has entire charge of all the guards and also of the janitor force. In the Philadelphia Mint the Chief Clerk is designated as assistant custodian and has general supervision of the building, although the actual duties are distributed to other subordinates. There are two Captains of the Watch, the Chief Doorkeeper and a Superintendent over the force of laborers and charwomen. Many of the duties properly assignable to the assistant custodian also fall naturally within the department of the Superintendent of Machinery. There is no objection to your designating Mr. Hinrichs

as Assistant Custodian but the position does not carry any regular salary and the appropriation at your command at present will not allow of any increase of salary. I think it is too early to determine precisely what duties it would be advisable to assign to an Assistant Custodian of your institution. It will doubtless be more satisfactory to you to make such assignment later when more familiar with the management of the institution.

Respectfully,

Geo. E. Roberts

Director of the Mint.

OFFICE OF DIRECTOR OF THE MINT

TREASURY DEPARTMENT

WASHINGTON Feb. 3, 1905

Mr. Frank M. Downer,
Superintendent, U.S.Mint,
Denver, Colorado.

Dear Sir:

I gather from a number of incidents that have occurred that there is some friction among Mr. Healy's subordinates in your institution. My experience in such affairs has convinced me that it is destructive of discipline and efficiency in any department to encourage or allow subordinates to feel that they can, at will, go round their Chief to his Superior, or disregard his authority. You must recognize and uphold the authority of the Superintendent of Machinery or you practically relieve him of his proper responsibilities and assume them yourself. At the Philadelphia Mint we have gone through some such an experience and believing as I have in the competency of the Superintendent of Machinery, I have insisted that the Superintendent should not go over his head to deal with subordinates. I think the same course should be pursued at Denver. So far I think Mr. Healy has justified the belief that he is competent to manage his department. If you are not satisfied that he is, it may be well to have a conference with a view to getting somebody else in his place, but so long as he is Superintendent of Machinery I would respect his authority, uphold him in the position and give no encouragement to his subordinates who appeal from his orders.

In the matter of Mr. Hill's compensation; if Hill is to be given authority over other men I think his pay should at least be slightly higher than theirs. It is difficult to establish authority among work-

TREASURY DEPARTMENT,

BUREAU OF THE MINT,

_____, *190*

_____

Director of the Mint.

SUBJECT:

No. of Inclosures _____

men without some superiority in pay.

I think you had better have a frank conference with Mr. Healy and if you are satisfied to have him remain as Superintendent of Machinery, assure him of your confidence and allow him to have his way in the selection of subordinates. Of course this does not mean that you should relinquish authority over that department, but that you should deal with and through its head, and support him unless there are serious reasons for overruling him. Better support him in minor matters even if he is wrong, than destroy his influence with his force.

From what I saw of Mr. Hill when here I thought very well of him. If there is any inharmonious element in Mr. Healy's force, efficiency will be promoted by getting rid of it.

Very truly yours,

Geo E Roberts

Director of the Mint.

DENVER MINT.
B

OFFICE OF SUPERVISING ARCHITECT

IN REPLYING, QUOTE UPPER INITIAL, RIGHT HAND CORNER.

TREASURY DEPARTMENT

5

WASHINGTON November 17,1906.

Inclosure No.2293.

Custodian,
U. S. Mint,
Denver, Colorado.

Sir:

There is inclosed herewith for your information and the files of your office copy of report dated the 12th instant, made by the Inspector detailed to inspect and test the elevators in the building in your custody, from which it appears that the same are in good condition, with the exception of the hoisting and drum counterweight cables on No.2 machine.

It is noted that the Inspector requested you to secure and forward proposals for renewing the cables on No.2 machine, and you are advised that upon receipt of the proposals prompt action will be taken.

Respectfully,

Acting Supervising Architect.

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TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States, To The Diebold Safe & Lock Co., Dr.

" Mint Building, Denver, Colo "
(Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars.	Cts.
1904 Oct. 31	Contract dated Dec. 1, 1902	For vaults, vault doors and work incidental thereto	66,000	00
		Less deduction July 27, 1903,	40	00
			65,960	00
		Less payments on account	59,364	00
		Amount of voucher	6,596	00

The enclosed Check is in payment of original of this Voucher, This duplicate to be retained by Custodian.

OK
FS

BUILDING: U. S. Mint Building LOCATION: Denver, Colo.

I CERTIFY that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

APPROVED:

Frank W. Downs
Custodian

Assistant Secretary.

OK.

RECEIVED at Washington, D. C., this ____ day of November, 1904 from George A. Barlett, Disbursing Clerk, the sum of Six thousand, five hundred and ninety-six ~~no~~ x/100 Dollars, in full payment of the above account.

DIEBOLD SAFE AND LOCK CO.

(SIGNED IN DUPLICATE.)

F. C. Bachrach
~~Treasurer.~~

$6,596.00

Paid by check No. ____, dated ____, 190__, drawn on ____, payable to the order of payee as per caption.

NOV 5 1904

2—2014

DUPLICATE

Voucher No. .....

APPROPRIATION:

Mint Building

Denver, Colo.

VOUCHER IN FAVOR OF

The Diebold Safe & Lock Co.,

Contractors

* October 31, 1904

Amount, $6,596.00

TREASURY DEPARTMENT,
RECEIVED.
NOV 4 1904
Office of Supervising Architect.

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

2. Caption.—Insert the name of the public creditor (person, firm, or corporation, legibly written) on the first line, and quote the full title of the appropriation from which payment is to be made on the next line below. Do not confuse titles of special appropriations with descriptive titles of buildings. A building may be known as the "United States Custom-House, Baltimore, Md.," but its appropriation will read simply "Custom-House, Baltimore, Md." This feature is not involved in the annual appropriations. If uncertain as to the correct title of the appropriation, leave the line blank or write for instructions. Letters of authority, however, usually state the titles, and where this is the case they should be followed.

3. Body of voucher.—(*a*) In the first column give date of purchase or delivery of articles, or date of performance of service, or date upon which service has accrued for which payment is to be made. (*b*) Second column, state date of contract, thus: "Contract dated May 10, 1902;" date of acceptance of proposal, "Proposal accepted Sept. 26, 1902;" or date of Department letter authorizing the expenditure, "Authorized June 22, 1902." (The date of acceptance of proposal here referred to relates to proposals accepted only by the Department. An expenditure under a proposal not so accepted is considered as "Authorized.") If an emergency expenditure, unauthorized, leave the column blank. (*c*) Third column, describe the articles received or the service performed, or give a brief synopsis of work done, following the letter of authority, if any. State unit of price also, wherever practicable. (*d*) Fourth column, enter the amount as extended, and total the column if more than one item.

4. Title of building.—State the title of the building on the line designated for that purpose, following it with the name of the city and State in which located. The attention of Custodians is particularly called to this requirement, as its absence, in conjunction with other informalities, frequently renders identification of vouchers difficult, and causes delay in settlements.

5. Certificate.—The proper officer, charged with the duty of certification, must sign on the first line, followed by his official title on the second line. Vouchers received at the Department without certification will be returned. The approval blank, for the signature of the Assistant Secretary, is for use only when the voucher is paid at the Department.

6. Receipt.—When forwarded to the Department for payment, fill in the receipt on the appropriate line, also the scroll, with the amount called for by the voucher, but leave the date line and line for disbursing officer's name blank. Be sure that the amount in the receipt accords with that given in the voucher. The signature to the receipt should be made by the person, firm (by a member of the firm), or corporation (through its proper officer) in whose favor the voucher is issued. Signatures of public creditors should correspond with the names as written in the caption. When paid by a local Disbursing Agent, be guided by the instructions contained in paragraphs 16 and 17.

7. Briefing.—The briefing on the back must be properly filled out before the voucher is transmitted to the Department. Whether as a separate voucher forwarded for payment—in which case the number only is left blank—or as a voucher included in the abstract of a Disbursing Agent, this requirement must be adhered to. If the appropriation is unknown, as might be the case with an emergency expenditure, this portion of the brief may be left blank.

8. Letters of transmittal.—Accompany all vouchers sent to the Department for payment—chargeable to appropriations under the control of the Supervising Architect—with letters of transmittal. Such letters should describe briefly the work done or services rendered, and whether satisfactorily completed or performed; if for articles or supplies, whether received in good condition; and if for personal services of officers or employees, a brief descriptive reference to the service charged for and the period it covers. This requirement does not affect Disbursing Agents, whose monthly accounts are forwarded without letters.

9. Itemization.—(*a*) Unless issued under a contract or accepted proposal on file at the Department, or under a proposal accepted by a Custodian or other officer by authority from the Department, vouchers must be itemized—indicating the labor, material, and articles supplied, and the unit of price. (*b*) When issued under a proposal accepted by a Custodian or other officer, a copy of the proposal must accompany the voucher.

10. Freight, telegrams, etc.—(*a*) Freight and express charges will not be allowed unless sustained by the receipts of the transportation companies. (*b*) Charges for telegraphic service must be accompanied with copies of the telegrams; or the names of places from and to which sent, and the number of words must be stated on the voucher. (*c*) Bills for freight over land-grant or bond-aided railroads must not be paid, but should be referred to the Department for adjustment.

11. Correction of errors.—Errors in computation or extension, in stating dates of contracts, proposals, and authorizations, and the omission of signatures from certificates and receipts, should be carefully guarded against. When vouchers are returned for correction, and the amount in the receipt is increased as a result of such correction, issue new vouchers. A voucher may be reduced in amount by correction on its face, but can not be so increased.

12. Additions and deductions.—All acceptances by the Department, involving additions to or deductions from formal contracts or accepted proposals, and all revocations of prior acceptances, must be taken up in chronological order, in all vouchers issued on account of such contracts or proposals. Items of this character affect the amount of the retained percentages and the payments to be made, and cannot properly be omitted. Attention is particularly called to the requirements of this paragraph.

13. Division under appropriations.—In vouchers issued under contracts or accepted proposals involving a charge against two or more appropriations, the contract or proposal must be taken up as a whole for each appropriation, and separate vouchers rendered under each head, deducting from the amount of the contract or proposal, in each voucher, the sum or sums properly chargeable to the other items of appropriations. In this manner the contract or proposal is divided under its respective heads, and the different vouchers can be identified one with the other, and settlement facilitated.

14. Final settlements.—Vouchers in final settlement of contracts under bond must not be issued without prior authority from the Department. Such settlements may involve the imposition of a penalty, the determination of which rests with the Secretary of the Treasury. Accepted proposals, whose terms may provide a penalty for delay in execution of work, should be similarly treated. The completion of work under such contracts or accepted proposals should be promptly reported to the Department, with a statement of account and a full explanation of the causes of delay, if any, reference being made in detail to any loss or damage sustained by the United States as a result of such delay.

15. Contingent force.—Vouchers will be issued separately for the services of clerks, watchmen, carpenters, plumbers, machinists, laborers, etc., and must have the date of the oath of office stated thereon, in the second column, immediately following the quoted authorization, thus: "Authorized June 10, 1902. Oath June 16, 1902." (The date of expiration of temporary and probationary appointments of this class of employees should be borne carefully in mind, to avoid disallowances.) Extra service performed on Sundays or otherwise, by per diem employees, for which charge is made, must be specifically referred to on the face of the voucher, or it will not be allowed.

16. Superintendents of construction.—When issuing vouchers for presentation to a Disbursing Agent for payment, Superintendents must see that they are filled out and complete in every particular, excepting only the date of payment in the receipt, the check-legend at bottom of voucher, and the number on the back. The Superintendent's series of numbers will be made on the face of the voucher, in the upper right-hand corner, in continuous sequence, from the beginning of the work to its close. Vouchers for his own compensation must have stated thereon; in the second column, immediately following the quoted authorization, the date of the oath of office and of his assignment to duty, thus: "Authorized Sept. 12, 1902. Oath Sept. 16, 1902. Assigned Sept. 20, 1902." This paragraph applies also to Foremen of Construction and Superintendents of Repairs.

17. Disbursing agents.—These officers will number their vouchers on the back, in monthly series, beginning each month with the first voucher paid (No. 1), and following this with the other vouchers in the order of payment. The blanks in the check-legend at the bottom of the voucher must be filled out by the Disbursing Agent, and his official signature written thereunder. He should also insert the date of payment in the receipt. He must make no disbursements of any kind until authorized to do so by the Department, and upon receiving such authority should be careful to observe that his payments are made in accordance therewith.

18. Architects—Tarsney Act.—Architects in charge of construction are required to prepare and certify vouchers, in payment for work done under their local supervision, in accordance with the regulations and rules of the Department as to form and execution. They will be governed, therefore, in the preparation of vouchers, by the foregoing directions. Their form of certification should be as follows, written or stamped on the face of the voucher, and signed by them as architects: "Certified as to correctness and value of service performed, and approved for payment in the amount stated, viz., $.....". The printed certificate on the voucher is for the signature of the Superintendent of Construction, who acts as the representative of the Department.

19. Sample vouchers.—Vouchers, combined in sets, embracing the salient features of the foregoing directions as to form and execution, have been prepared as samples for distribution to those charged with the duty of preparing, certifying, and issuing vouchers, and will be furnished upon request where not already supplied. These forms embrace the methods of accounting most frequently met with in the preparation of vouchers covering the various classes of expenditures under the control of the Supervising Architect, and a reference to them as a guide, when issuing vouchers, will save time and avoid much unnecessary correspondence.

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TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States,
To The Denver Union Water Co., , Dr.
" Mint Building, Denver, Colo" "
(Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars.	Cts.
1904 Nov. 4.	DEPARTMENT LETTER DATED Authorized Nov. 1. 1904	Two months water rent in temporary office, from May 1 to July 1st, 1904,	2	25

The enclosed Check is in payment of original of this Voucher. This duplicate to be retained by Custodian.

DT.1

BUILDING: U. S. Mint Building LOCATION: Denver, Colo

I CERTIFY that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

APPROVED:

Frank M. Downer
Custodian

Assistant Secretary.

OK.

RECEIVED at Denver, Colorado, *this* 7th *day of* November, 1904
from George A. Bartlett, Disbursing Clerk, *the sum of*
Two 25/100 *Dollars,*
in full payment of the above account.

(SIGNED IN DUPLICATE) The Denver Union Water Co
by J. W. Collis, Cashier

$2 25

Paid by check No. , *dated* , 190 , *drawn on*
, *payable to the order of payee as per caption.*

NOV 16 1904

2—2014

DUPLICATE

Voucher No. .....

APPROPRIATION:

Mint Building

Denver, Colo.

VOUCHER IN FAVOR OF

The Denver Union Water Co.

* November 4, 1904

Amount, $ 2.25

TREASURY DEPARTMENT,
RECEIVED.
NOV 14 1904
Office of Supervising Architect.

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

2. Caption.—Insert the name of the public creditor (person, firm, or corporation, legibly written) on the first line, and quote the full title of the appropriation from which payment is to be made on the next line below. Do not confuse titles of special appropriations with descriptive titles of buildings. A building may be known as the "United States Custom-House, Baltimore, Md.," but its appropriation will read simply "Custom-House, Baltimore, Md." This feature is not involved in the annual appropriations. If uncertain as to the correct title of the appropriation, leave the line blank or write for instructions. Letters of authority, however, usually state the titles, and where this is the case they should be followed.

3. Body of voucher.—(*a*) In the first column give date of purchase or delivery of articles, or date of performance of service, or date upon which service has accrued for which payment is to be made. (*b*) Second column, state date of contract, thus: "Contract dated May 10, 1902;" date of acceptance of proposal, "Proposal accepted Sept. 26, 1902;" or date of Department letter authorizing the expenditure, "Authorized June 22, 1902." (The date of acceptance of proposal here referred to relates to proposals accepted only by the Department. An expenditure under a proposal not so accepted is considered as "Authorized.") If an emergency expenditure, unauthorized, leave the column blank. (*c*) Third column, describe the articles received or the service performed, or give a brief synopsis of work done, following the letter of authority, if any. State unit of price also, wherever practicable. (*d*) Fourth column, enter the amount as extended, and total the column if more than one item.

4. Title of building.—State the title of the building on the line designated for that purpose, following it with the name of the city and State in which located. The attention of Custodians is particularly called to this requirement, as its absence, in conjunction with other informalities, frequently renders identification of vouchers difficult, and causes delay in settlements.

5. Certificate.—The proper officer, charged with the duty of certification, must sign on the first line, followed by his official title on the second line. Vouchers received at the Department without certification will be returned. The approval blank, for the signature of the Assistant Secretary, is for use only when the voucher is paid at the Department.

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7. Briefing.—The briefing on the back must be properly filled out before the voucher is transmitted to the Department. Whether as a separate voucher forwarded for payment—in which case the number only is left blank—or as a voucher included in the abstract of a Disbursing Agent, this requirement must be adhered to. If the appropriation is unknown, as might be the case with an emergency expenditure, this portion of the brief may be left blank.

8. Letters of transmittal.—Accompany all vouchers sent to the Department for payment—chargeable to appropriations under the control of the Supervising Architect—with letters of transmittal. Such letters should describe briefly the work done or services rendered, and whether satisfactorily completed or performed; if for articles or supplies, whether received in good condition; and if for personal services of officers or employees, a brief descriptive reference to the service charged for and the period it covers. This requirement does not affect Disbursing Agents, whose monthly accounts are forwarded without letters.

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10. Freight, telegrams, etc.—(*a*) Freight and express charges will not be allowed unless sustained by the receipts of the transportation companies. (*b*) Charges for telegraphic service must be accompanied with copies of the telegrams; or the names of places from and to which sent, and the number of words must be stated on the voucher. (*c*) Bills for freight over land-grant or bond-aided railroads must not be paid, but should be referred to the Department for adjustment.

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15. Contingent force.—Vouchers will be issued separately for the services of clerks, watchmen, carpenters, plumbers, machinists, laborers, etc., and must have the date of the oath of office stated thereon, in the second column, immediately following the quoted authorization, thus. "Authorized June 10, 1902. Oath June 16, 1902." (The date of expiration of temporary and probationary appointments of this class of employees should be borne carefully in mind, to avoid disallowances.) Extra service performed on Sundays or otherwise, by per diem employees, for which charge is made, must be specifically referred to on the face of the voucher, or it will not be allowed.

16. Superintendents of construction.—When issuing vouchers for presentation to a Disbursing Agent for payment, Superintendents must see that they are filled out and complete in every particular, excepting only the date of payment in the receipt, the check-legend at bottom of voucher, and the number on the back. The Superintendent's series of numbers will be made on the face of the voucher, in the upper right-hand corner, in continuous sequence, from the beginning of the work to its close. Vouchers for his own compensation must have stated thereon, in the second column, immediately following the quoted authorization, the date of the oath of office and of his assignment to duty, thus: "Authorized Sept. 12, 1902. Oath Sept. 16, 1902. Assigned Sept. 20, 1902." This paragraph applies also to Foremen of Construction and Superintendents of Repairs.

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19. Sample vouchers.—Vouchers, combined in sets, embracing the salient features of the foregoing directions as to form and execution, have been prepared as samples for distribution to those charged with the duty of preparing, certifying, and issuing vouchers, and will be furnished upon request where not already supplied. These forms embrace the methods of accounting most frequently met with in the preparation of vouchers covering the various classes of expenditures under the control of the Supervising Architect, and a reference to them as a guide, when issuing vouchers, will save time and avoid much unnecessary correspondence.

TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States, To The Hinchman-Renton Fireproofing Co., Dr.

"Repairs and Preservation of Public Buildings, 1906" (Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars	Cts.
1905 Sept 8	Contract dated July 17, 1905.	Relaying cement floors in Whitenery, Rolling & Cutting and Transfer rooms and connecting corridor	1,886	00
	The enclosed Check is in payment of original of this Voucher. This duplicate to be retained by Custodian.			
		DUPLICATE		

BUILDING: U. S. Mint LOCATION: Denver, Colo

I CERTIFY that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

APPROVED:

Frank W. Downer
Custodian

Assistant Secretary.

OHS.

RECEIVED at ....., *this* ..... *day of* ....., 190..

from Thomas J. Hobbs, *Disbursing* Clerk, *the sum of*

One thousand, eight hundred and eighty-six ..... 00/100 *Dollars,*

in full payment of the above account.

(SIGNED IN DUPLICATE) The Hinchman-Renton Fireproofing Co.
by E. W. Hinchman Secy

$1886.00

Paid by check No. 262653, *dated* Sept. 28, 1905, *drawn on* Chicago

....., *payable to the order of payee as per caption.*

2—2014

Voucher No. .....

APPROPRIATION:

Repairs & Preservation of Public Buildings, 1906

VOUCHER IN FAVOR OF

The Kinchman-Renkin Fireproofing Company

* September 8, 1905

Amount, $ 1,886 00

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

2. Caption.—Insert the name of the public creditor (person, firm, or corporation, legibly written) on the first line, and quote the full title of the appropriation from which payment is to be made on the next line below. Do not confuse titles of special appropriations with descriptive titles of buildings. A building may be known as the "United States Custom-House, Baltimore, Md.," but its appropriation will read simply "Custom-House, Baltimore, Md." This feature is not involved in the annual appropriations. If uncertain as to the correct title of the appropriation, leave the line blank or write for instructions. Letters of authority, however, usually state the titles, and where this is the case they should be followed.

3. Body of voucher.—(*a*) In the first column give date of purchase or delivery of articles, or date of performance of service, or date upon which service has accrued for which payment is to be made. (*b*) Second column, state date of contract, thus: "Contract dated May 10, 1902;" date of acceptance of proposal, "Proposal accepted Sept. 26, 1902;" or date of Department letter authorizing the expenditure, "Authorized June 22, 1902." (The date of acceptance of proposal here referred to relates to proposals accepted only by the Department. An expenditure under a proposal not so accepted is considered as "Authorized.") If an emergency expenditure, unauthorized, leave the column blank. (*c*) Third column, describe the articles received or the service performed, or give a brief synopsis of work done, following the letter of authority, if any. State unit of price also, wherever practicable. (*d*) Fourth column, enter the amount as extended, and total the column if more than one item.

4. Title of building.—State the title of the building on the line designated for that purpose, following it with the name of the city and State in which located. The attention of Custodians is particularly called to this requirement, as its absence, in conjunction with other informalities, frequently renders identification of vouchers difficult, and causes delay in settlements.

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TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States, To The Dillon Iron Works Co., Dr.

"Repairs & Preservation of Public Buildings, 1906." (Appropriation.)

DATE.		AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars	Cts.
1905 Nov.	20	Proposal accepted October 17, 1905.	Raising two rectangular iron doors of basement extension, at $38.00 a piece	$76	00

The enclosed Check is in payment of original of this voucher. This duplicate to be retained by Custodian.

DUPLICATE.

BUILDING: U. S. Mint LOCATION: Denver, Colo.

I CERTIFY that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

APPROVED:

Frank N. Downs
Custodian

Assistant Secretary.

RECEIVED at ....., *this* ..... *day of* ....., *190*...

from ....., *Disbursing* ....., *the sum of*

Seventy-six ..... x/100 *Dollars,*

in full payment of the above account.

(SIGNED IN DUPLICATE.) The Dillon Iron Works Co
F M Dillon Pres.

$76.00

Paid by check No. ....., *dated* ....., *190*..., *drawn on* .....

....., *payable to the order of payee as per caption.*

2—2014

Voucher No. .....

APPROPRIATION:

Repairs and Preservation of Public Buildings, 1906.

VOUCHER IN FAVOR OF

The Dillon Iron Works Co., Denver, Colo.

* November 20, 1905

Amount, $ 76 00

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

2. Caption.—Insert the name of the public creditor (person, firm, or corporation, legibly written) on the first line, and quote the full title of the appropriation from which payment is to be made on the next line below. Do not confuse titles of special appropriations with descriptive titles of buildings. A building may be known as the "United States Custom-House, Baltimore, Md.," but its appropriation will read simply "Custom-House, Baltimore, Md." This feature is not involved in the annual appropriations. If uncertain as to the correct title of the appropriation, leave the line blank or write for instructions. Letters of authority, however, usually state the titles, and where this is the case they should be followed.

3. Body of voucher.—(*a*) In the first column give date of purchase or delivery of articles, or date of performance of service, or date upon which service has accrued for which payment is to be made. (*b*) Second column, state date of contract, thus: "Contract dated May 10, 1902;" date of acceptance of proposal, "Proposal accepted Sept. 26, 1902;" or date of Department letter authorizing the expenditure, "Authorized June 22, 1902." (The date of acceptance of proposal here referred to relates to proposals accepted only by the Department. An expenditure under a proposal not so accepted is considered as "Authorized.") If an emergency expenditure, unauthorized, leave the column blank. (*c*) Third column, describe the articles received or the service performed, or give a brief synopsis of work done, following the letter of authority, if any. State unit of price also, wherever practicable. (*d*) Fourth column, enter the amount as extended, and total the column if more than one item.

4. Title of building.—State the title of the building on the line designated for that purpose, following it with the name of the city and State in which located. The attention of Custodians is particularly called to this requirement, as its absence, in conjunction with other informalities, frequently renders identification of vouchers difficult, and causes delay in settlements.

5. Certificate.—The proper officer, charged with the duty of certification, must sign on the first line, followed by his official title on the second line. Vouchers received at the Department without certification will be returned. The approval blank, for the signature of the Assistant Secretary, is for use only when the voucher is paid at the Department.

6. Receipt.—When forwarded to the Department for payment, fill in the receipt on the appropriate line, also the scroll, with the amount called for by the voucher, but leave the date line and line for disbursing officer's name blank. Be sure that the amount in the receipt accords with that given in the voucher. The signature to the receipt should be made by the person, firm (by a member of the firm), or corporation (through its proper officer) in whose favor the voucher is issued. Signatures of public creditors should correspond with the names as written in the caption. When paid by a local Disbursing Agent, be guided by the instructions contained in paragraphs 16 and 17.

7. Briefing.—The briefing on the back must be properly filled out before the voucher is transmitted to the Department. Whether as a separate voucher forwarded for payment—in which case the number only is left blank—or as a voucher included in the abstract of a Disbursing Agent, this requirement must be adhered to. If the appropriation is unknown, as might be the case with an emergency expenditure, this portion of the brief may be left blank.

8. Letters of transmittal.—Accompany all vouchers sent to the Department for payment—chargeable to appropriations under the control of the Supervising Architect—with letters of transmittal. Such letters should describe briefly the work done or services rendered, and whether satisfactorily completed or performed; if for articles or supplies, whether received in good condition; and if for personal services of officers or employees, a brief descriptive reference to the service charged for and the period it covers. This requirement does not affect Disbursing Agents, whose monthly accounts are forwarded without letters.

9. Itemization.—(*a*) Unless issued under a contract or accepted proposal on file at the Department, or under a proposal accepted by a Custodian or other officer by authority from the Department, vouchers must be itemized—indicating the labor, material, and articles supplied, and the unit of price. (*b*) When issued under a proposal accepted by a Custodian or other officer, a copy of the proposal must accompany the voucher.

10. Freight, telegrams, etc.—(*a*) Freight and express charges will not be allowed unless sustained by the receipts of the transportation companies. (*b*) Charges for telegraphic service must be accompanied with copies of the telegrams; or the names of places from and to which sent, and the number of words must be stated on the voucher. (*c*) Bills for freight over land-grant or bond-aided railroads must not be paid, but should be referred to the Department for adjustment.

11. Correction of errors.—Errors in computation or extension, in stating dates of contracts, proposals, and authorizations, and the omission of signatures from certificates and receipts, should be carefully guarded against. When vouchers are returned for correction, and the amount in the receipt is increased as a result of such correction, issue new vouchers. A voucher may be reduced in amount by correction on its face, but can not be so increased.

12. Additions and deductions.—All acceptances by the Department, involving additions to or deductions from formal contracts or accepted proposals, and all revocations of prior acceptances, must be taken up in chronological order, in all vouchers issued on account of such contracts or proposals. Items of this character affect the amount of the retained percentages and the payments to be made, and cannot properly be omitted. Attention is particularly called to the requirements of this paragraph.

13. Division under appropriations.—In vouchers issued under contracts or accepted proposals involving a charge against two or more appropriations, the contract or proposal must be taken up as a whole for each appropriation, and separate vouchers rendered under each head, deducting from the amount of the contract or proposal, in each voucher, the sum or sums properly chargeable to the other items of appropriations. In this manner the contract or proposal is divided under its respective heads, and the different vouchers can be identified one with the other, and settlement facilitated.

14. Final settlements.—Vouchers in final settlement of contracts under bond must not be issued without prior authority from the Department. Such settlements may involve the imposition of a penalty, the determination of which rests with the Secretary of the Treasury. Accepted proposals, whose terms may provide a penalty for delay in execution of work, should be similarly treated. The completion of work under such contracts or accepted proposals should be promptly reported to the Department, with a statement of account and a full explanation of the causes of delay, if any, reference being made in detail to any loss or damage sustained by the United States as a result of such delay.

15. Contingent force.—Vouchers will be issued separately for the services of clerks, watchmen, carpenters, plumbers, machinists, laborers, etc., and must have the date of the oath of office stated thereon, in the second column, immediately following the quoted authorization, thus: "Authorized June 10, 1902. Oath June 16, 1902." (The date of expiration of temporary and probationary appointments of this class of employees should be borne carefully in mind, to avoid disallowances.) Extra service performed on Sundays or otherwise, by per diem employees, for which charge is made, must be specifically referred to on the face of the voucher, or it will not be allowed.

16. Superintendents of construction.—When issuing vouchers for presentation to a Disbursing Agent for payment, Superintendents must see that they are filled out and complete in every particular, excepting only the date of payment in the receipt, the check-legend at bottom of voucher, and the number on the back. The Superintendent's series of numbers will be made on the face of the voucher, in the upper right-hand corner, in continuous sequence, from the beginning of the work to its close. Vouchers for his own compensation must have stated thereon, in the second column, immediately following the quoted authorization, the date of the oath of office and of his assignment to duty, thus: "Authorized Sept. 12, 1902. Oath Sept. 16, 1902. Assigned Sept. 20, 1902." This paragraph applies also to Foremen of Construction and Superintendents of Repairs.

17. Disbursing agents.—These officers will number their vouchers on the back, in monthly series, beginning each month with the first voucher paid (No. 1), and following this with the other vouchers in the order of payment. The blanks in the check-legend at the bottom of the voucher must be filled out by the Disbursing Agent, and his official signature written thereunder. He should also insert the date of payment in the receipt. He must make no disbursements of any kind until authorized to do so by the Department, and upon receiving such authority should be careful to observe that his payments are made in accordance therewith.

18. Architects—Tarsney Act.—Architects in charge of construction are required to prepare and certify vouchers, in payment for work done under their local supervision, in accordance with the regulations and rules of the Department as to form and execution. They will be governed, therefore, in the preparation of vouchers, by the foregoing directions. Their form of certification should be as follows, written or stamped on the face of the voucher, and signed by them as architects: "Certified as to correctness and value of service performed, and approved for payment in the amount stated, viz., $.....". The printed certificate on the voucher is for the signature of the Superintendent of Construction, who acts as the representative of the Department.

19. Sample vouchers.—Vouchers, combined in sets, embracing the salient features of the foregoing directions as to form and execution, have been prepared as samples for distribution to those charged with the duty of preparing, certifying, and issuing vouchers, and will be furnished upon request where not already supplied. These forms embrace the methods of accounting most frequently met with in the preparation of vouchers covering the various classes of expenditures under the control of the Supervising Architect, and a reference to them as a guide, when issuing vouchers, will save time and avoid much unnecessary correspondence.

TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States, To The Diebold Safe & Lock Company, Dr.

"Vaults, Safes & Locks for Public Buildings, 1906." (Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars	Cts.
1906 Feb 5	Proposal accepted November 17, 1905.	Furnishing a steel storage case for the Refinery	295	00

The enclosed Check is in payment of original of this Voucher. This duplicate to be retained by Custodian.

DUPLICATE

BUILDING: U. S. Mint LOCATION: Denver, Colo.

I CERTIFY that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

APPROVED:

Frank W. Downey
Custodian

Assistant Secretary.

RECEIVED at _____, *this* _____ *day of* _____, 190__

from Thomas Hobbs, *Disbursing* Agent, *the sum of* Two hundred and ninety-five ⁄ 100 *Dollars, in full payment of the above account.*

DIEBOLD SAFE AND LOCK CO.

(SIGNED IN DUPLICATE.) F. C. Bachtenkirch
Treasurer.

$295.00

Paid by check No. 274810, *dated* Feb 15, 1906, *drawn on* _____, *payable to the order of payee as per caption.*

2—2014

Voucher No. .....

APPROPRIATION:

Vaults, Safes & Locks for Public Buildings, 1906.

VOUCHER IN FAVOR OF

The Diebold Safe & Lock Co
Canton, Ohio.

* February 5, 1906

Amount, $295.00

TREASURY DEPARTMENT,
RECEIVED.
FEB 16 1906
Office of Supervising Architect.

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

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TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States,
To James A. McGonigle, Dr.
" Mint Building, Denver, Colo. "
(Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.		AMOUNT. Dollars.	Cts.
1904 Dec. 23	Contract dated August 25, 1902	For completion, except safety vaults, plumbing, etc., New Mint, Denver, Colo.		213,432	00
		Proposal accepted, Dec. 4, 1902,	$6,682.		
		" " March 26, 1903,	26.50		
		" " April 14, "	1,194.		
		" " April " "	279.		
		" " May 28, "	33.		
		" " June 4, "	69.		
		" " June " "	50.		
		" " June 5, "	300.		
		" " June 25, "	28.50		
		" " June 26, "	78.30		
		" " July 7, "	125.		
		" " July 9, "	40.		
		" " July 11, "	172.	9,077	30
				222,509	30

The enclosed Check is in payment of original of this Voucher. This duplicate to be retained by Custodian.

Voucher No......

APPROPRIATION:

.....

.....

VOUCHER IN FAVOR OF

.....

.....

....., 190....

Amount, $.....

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

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TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States,
To James A. McGonigle, Dr.
" Mint Building, Denver, Colo. "
(Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars.	Cts.
1904 Dec. 23		Amount brought forward	222,509	30
		Proposal accepted, July 28, 1903, 35.		
		" " August 7, " 550.		
		" " August 17, " 1,095.		
		" " August 31, " 443.		
		" " Sep. 5, " 27.50		
		" " Sep. 9, " 160.		
		" " Sep. 9, " 133.		
		" " Oct. 10 " 1,075.		
		" " Oct. 17 " 45.		
		" " Jan. 20, 1904 110.		
		" " Feb. 9, " 215.		
		" " Feb. 9, " 100.		
		" " Mar. 5, " 30.		
		" " Mar. 12, " 7,885.		
		" " Mar. 25, " 150.	12,053	50
			234,562	80

Voucher No......

APPROPRIATION:

.....

.....

VOUCHER IN FAVOR OF

.....

.....

....., 190....

Amount, $.....

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

2. Caption.—Insert the name of the public creditor (person, firm, or corporation, legibly written) on the first line, and quote the full title of the appropriation from which payment is to be made on the next line below. Do not confuse titles of special appropriations with descriptive titles of buildings. A building may be known as the "United States Custom-House, Baltimore, Md.," but its appropriation will read simply "Custom-House, Baltimore, Md." This feature is not involved in the annual appropriations. If uncertain as to the correct title of the appropriation, leave the line blank or write for instructions. Letters of authority, however, usually state the titles, and where this is the case they should be followed.

3. Body of voucher.—(*a*) In the first column give date of purchase or delivery of articles, or date of performance of service, or date upon which service has accrued for which payment is to be made. (*b*) Second column, state date of contract, thus: "Contract dated May 10, 1902;" date of acceptance of proposal, "Proposal accepted Sept. 26, 1902;" or date of Department letter authorizing the expenditure, "Authorized June 22, 1902." (The date of acceptance of proposal here referred to relates to proposals accepted only by the Department. An expenditure under a proposal not so accepted is considered as "Authorized.") If an emergency expenditure, unauthorized, leave the column blank. (*c*) Third column, describe the articles received or the service performed, or give a brief synopsis of work done, following the letter of authority, if any. State unit of price also, wherever practicable. (*d*) Fourth column, enter the amount as extended, and total the column if more than one item.

4. Title of building.—State the title of the building on the line designated for that purpose, following it with the name of the city and State in which located. The attention of Custodians is particularly called to this requirement, as its absence, in conjunction with other informalities, frequently renders identification of vouchers difficult, and causes delay in settlements.

5. Certificate.—The proper officer, charged with the duty of certification, must sign on the first line, followed by his official title on the second line. Vouchers received at the Department without certification will be returned. The approval blank, for the signature of the Assistant Secretary, is for use only when the voucher is paid at the Department.

6. Receipt.—When forwarded to the Department for payment, fill in the receipt on the appropriate line, also the scroll, with the amount called for by the voucher, but leave the date line and line for disbursing officer's name blank. Be sure that the amount in the receipt accords with that given in the voucher. The signature to the receipt should be made by the person, firm (by a member of the firm), or corporation (through its proper officer) in whose favor the voucher is issued. Signatures of public creditors should correspond with the names as written in the caption. When paid by a local Disbursing Agent, be guided by the instructions contained in paragraphs 16 and 17.

7. Briefing.—The briefing on the back must be properly filled out before the voucher is transmitted to the Department. Whether as a separate voucher forwarded for payment—in which case the number only is left blank—or as a voucher included in the abstract of a Disbursing Agent, this requirement must be adhered to. If the appropriation is unknown, as might be the case with an emergency expenditure, this portion of the brief may be left blank.

8. Letters of transmittal.—Accompany all vouchers sent to the Department for payment—chargeable to appropriations under the control of the Supervising Architect—with letters of transmittal. Such letters should describe briefly the work done or services rendered, and whether satisfactorily completed or performed; if for articles or supplies, whether received in good condition; and if for personal services of officers or employees, a brief descriptive reference to the service charged for and the period it covers. This requirement does not affect Disbursing Agents, whose monthly accounts are forwarded without letters.

9. Itemization.—(*a*) Unless issued under a contract or accepted proposal on file at the Department, or under a proposal accepted by a Custodian or other officer by authority from the Department, vouchers must be itemized—indicating the labor, material, and articles supplied, and the unit of price. (*b*) When issued under a proposal accepted by a Custodian or other officer, a copy of the proposal must accompany the voucher.

10. Freight, telegrams, etc.—(*a*) Freight and express charges will not be allowed unless sustained by the receipts of the transportation companies. (*b*) Charges for telegraphic service must be accompanied with copies of the telegrams; or the names of places from and to which sent, and the number of words must be stated on the voucher. (*c*) Bills for freight over land-grant or bond-aided railroads must not be paid, but should be referred to the Department for adjustment.

525

TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States,
To James A. McGaigle, Dr.
" Mint Building, Denver, Colo. "
(Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.		AMOUNT. Dollars.	Cts.
1904 Dec. 23		Amount brought forward,		234,562	80
		Proposal accepted, June 9, 1904,	86.20		
		" " July 25, "	846.00	932	20
				235,495	00
		Less deduction, Feb. ~~4~~ 28, 1903,	25.71		
		" " Jan. 19, 1904,	35.00		
		" " Mar. 5, 1904,	10.00		
		" " May 12, 1904,	22.50	93	21
				235,401	79
		Less payments on account		211,884	75
		Balance due —		23,517	04

BUILDING: U. S. Mint Building LOCATION: Denver, Colo.

I CERTIFY that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

APPROVED:

Frank M. Downer
Custodian

Assistant Secretary.

RECEIVED at Washington D. C., this day of January, 1905
from George A. Bartlett, Disbursing Clerk, the sum of
Twenty three thousand, five hundred & seventeen, 04/100 Dollars,
in full payment of the above account.

(SIGNED IN DUPLICATE.) James A. McGaigle

$ 23,517 04

Paid by check No. , dated , 190 , drawn on
payable to the order of payee as per caption.

JAN 9 1905

2—2014

DUPLICATE

Voucher No. .....

APPROPRIATION:

Mint Building
Denver, Colo.

VOUCHER IN FAVOR OF

James A. McGaugle
Contractor

* December 23, 1904

Amount, $ 23,517 04

TREASURY DEPARTMENT,
RECEIVED.
DEC 30 1904
Office of Supervising Architect.

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

2. Caption.—Insert the name of the public creditor (person, firm, or corporation, legibly written) on the first line, and quote the full title of the appropriation from which payment is to be made on the next line below. Do not confuse titles of special appropriations with descriptive titles of buildings. A building may be known as the "United States Custom-House, Baltimore, Md.," but its appropriation will read simply "Custom-House, Baltimore, Md." This feature is not involved in the annual appropriations. If uncertain as to the correct title of the appropriation, leave the line blank or write for instructions. Letters of authority, however, usually state the titles, and where this is the case they should be followed.

3. Body of voucher.—(*a*) In the first column give date of purchase or delivery of articles, or date of performance of service, or date upon which service has accrued for which payment is to be made. (*b*) Second column, state date of contract, thus: "Contract dated May 10, 1902;" date of acceptance of proposal, "Proposal accepted Sept. 26, 1902;" or date of Department letter authorizing the expenditure, "Authorized June 22, 1902." (The date of acceptance of proposal here referred to relates to proposals accepted only by the Department. An expenditure under a proposal not so accepted is considered as "Authorized.") If an emergency expenditure, unauthorized, leave the column blank. (*c*) Third column, describe the articles received or the service performed, or give a brief synopsis of work done, following the letter of authority, if any. State unit of price also, wherever practicable. (*d*) Fourth column, enter the amount as extended, and total the column if more than one item.

4. Title of building.—State the title of the building on the line designated for that purpose, following it with the name of the city and State in which located. The attention of Custodians is particularly called to this requirement, as its absence, in conjunction with other informalities, frequently renders identification of vouchers difficult, and causes delay in settlements.

5. Certificate.—The proper officer, charged with the duty of certification, must sign on the first line, followed by his official title on the second line. Vouchers received at the Department without certification will be returned. The approval blank, for the signature of the Assistant Secretary, is for use only when the voucher is paid at the Department.

6. Receipt.—When forwarded to the Department for payment, fill in the receipt on the appropriate line, also the scroll, with the amount called for by the voucher, but leave the date line and line for disbursing officer's name blank. Be sure that the amount in the receipt accords with that given in the voucher. The signature to the receipt should be made by the person, firm (by a member of the firm), or corporation (through its proper officer) in whose favor the voucher is issued. Signatures of public creditors should correspond with the names as written in the caption. When paid by a local Disbursing Agent, be guided by the instructions contained in paragraphs 16 and 17.

7. Briefing.—The briefing on the back must be properly filled out before the voucher is transmitted to the Department. Whether as a separate voucher forwarded for payment—in which case the number only is left blank—or as a voucher included in the abstract of a Disbursing Agent, this requirement must be adhered to. If the appropriation is unknown, as might be the case with an emergency expenditure, this portion of the brief may be left blank.

8. Letters of transmittal.—Accompany all vouchers sent to the Department for payment—chargeable to appropriations under the control of the Supervising Architect—with letters of transmittal. Such letters should describe briefly the work done or services rendered, and whether satisfactorily completed or performed; if for articles or supplies, whether received in good condition; and if for personal services of officers or employees, a brief descriptive reference to the service charged for and the period it covers. This requirement does not affect Disbursing Agents, whose monthly accounts are forwarded without letters.

9. Itemization.—(*a*) Unless issued under a contract or accepted proposal on file at the Department, or under a proposal accepted by a Custodian or other officer by authority from the Department, vouchers must be itemized—indicating the labor, material, and articles supplied, and the unit of price. (*b*) When issued under a proposal accepted by a Custodian or other officer, a copy of the proposal must accompany the voucher.

10. Freight, telegrams, etc.—(*a*) Freight and express charges will not be allowed unless sustained by the receipts of the transportation companies. (*b*) Charges for telegraphic service must be accompanied with copies of the telegrams; or the names of places from and to which sent, and the number of words must be stated on the voucher. (*c*) Bills for freight over land-grant or bond-aided railroads must not be paid, but should be referred to the Department for adjustment.

11. Correction of errors.—Errors in computation or extension, in stating dates of contracts, proposals, and authorizations, and the omission of signatures from certificates and receipts, should be carefully guarded against. When vouchers are returned for correction, and the amount in the receipt is increased as a result of such correction, issue new vouchers. A voucher may be reduced in amount by correction on its face, but can not be so increased.

12. Additions and deductions.—All acceptances by the Department, involving additions to or deductions from formal contracts or accepted proposals, and all revocations of prior acceptances, must be taken up in chronological order, in all vouchers issued on account of such contracts or proposals. Items of this character affect the amount of the retained percentages and the payments to be made, and cannot properly be omitted. Attention is particularly called to the requirements of this paragraph.

13. Division under appropriations.—In vouchers issued under contracts or accepted proposals involving a charge against two or more appropriations, the contract or proposal must be taken up as a whole for each appropriation, and separate vouchers rendered under each head, deducting from the amount of the contract or proposal, in each voucher, the sum or sums properly chargeable to the other items of appropriations. In this manner the contract or proposal is divided under its respective heads, and the different vouchers can be identified one with the other, and settlement facilitated.

14. Final settlements.—Vouchers in final settlement of contracts under bond must not be issued without prior authority from the Department. Such settlements may involve the imposition of a penalty, the determination of which rests with the Secretary of the Treasury. Accepted proposals, whose terms may provide a penalty for delay in execution of work, should be similarly treated. The completion of work under such contracts or accepted proposals should be promptly reported to the Department, with a statement of account and a full explanation of the causes of delay, if any, reference being made in detail to any loss or damage sustained by the United States as a result of such delay.

15. Contingent force.—Vouchers will be issued separately for the services of clerks, watchmen, carpenters, plumbers, machinists, laborers, etc., and must have the date of the oath of office stated thereon, in the second column, immediately following the quoted authorization, thus. "Authorized June 10, 1902. Oath June 16, 1902." (The date of expiration of temporary and probationary appointments of this class of employees should be borne carefully in mind, to avoid disallowances.) Extra service performed on Sundays or otherwise, by per diem employees, for which charge is made, must be specifically referred to on the face of the voucher, or it will not be allowed.

16. Superintendents of construction.—When issuing vouchers for presentation to a Disbursing Agent for payment, Superintendents must see that they are filled out and complete in every particular, excepting only the date of payment in the receipt, the check-legend at bottom of voucher, and the number on the back. The Superintendent's series of numbers will be made on the face of the voucher, in the upper right-hand corner, in continuous sequence, from the beginning of the work to its close. Vouchers for his own compensation must have stated thereon, in the second column, immediately following the quoted authorization, the date of the oath of office and of his assignment to duty, thus: "Authorized Sept. 12, 1902. Oath Sept. 16, 1902. Assigned Sept. 20, 1902." This paragraph applies also to Foremen of Construction and Superintendents of Repairs.

17. Disbursing agents.—These officers will number their vouchers on the back, in monthly series, beginning each month with the first voucher paid (No. 1), and following this with the other vouchers in the order of payment. The blanks in the check-legend at the bottom of the voucher must be filled out by the Disbursing Agent, and his official signature written thereunder. He should also insert the date of payment in the receipt. He must make no disbursements of any kind until authorized to do so by the Department, and upon receiving such authority should be careful to observe that his payments are made in accordance therewith.

18. Architects—Tarsney Act.—Architects in charge of construction are required to prepare and certify vouchers, in payment for work done under their local supervision, in accordance with the regulations and rules of the Department as to form and execution. They will be governed, therefore, in the preparation of vouchers, by the foregoing directions. Their form of certification should be as follows, written or stamped on the face of the voucher, and signed by them as architects: "Certified as to correctness and value of service performed, and approved for payment in the amount stated, viz., $_____." The printed certificate on the voucher is for the signature of the Superintendent of Construction, who acts as the representative of the Department.

19. Sample vouchers.—Vouchers, combined in sets, embracing the salient features of the foregoing directions as to form and execution, have been prepared as samples for distribution to those charged with the duty of preparing, certifying, and issuing vouchers, and will be furnished upon request where not already supplied. These forms embrace the methods of accounting most frequently met with in the preparation of vouchers covering the various classes of expenditures under the control of the Supervising Architect, and a reference to them as a guide, when issuing vouchers, will save time and avoid much unnecessary correspondence.

TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States,

To C. J. Reilly, Dr.

" Mint Building, Denver, Colo. "
(Appropriation.)

DATE.		AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars	Cts.
1905 Dec.	8	Proposal accepted October 6, 1905.	Installation of pipe coil in well room	97	00

DUPLICATE.

BUILDING: U. S. Mint LOCATION: Denver, Colo

I CERTIFY that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

APPROVED:

Frank M. Downer
Custodian

Assistant Secretary.

RECEIVED at _____, this _____ day of _____, 190_.
from W. S. Richards, Disbursing _____, the sum of
Ninety-seven ~~~~~~~~~~ $\frac{x}{100}$ Dollars,
in full payment of the above account.

(SIGNED IN DUPLICATE.) C. J. Reilly

$97.00

Paid by check No. 270159, dated March 23, 1906, drawn on Assist Treasurer U.S. Chicago, payable to the order of payee as per caption.

MAR 16 1906

2—2014

Voucher No. .....

APPROPRIATION:

Mint Building

Denver, Colo.

VOUCHER IN FAVOR OF

C. J. Reilly

Denver, Colo.

* December 8, 1905

Amount, $ 97 00

TREASURY DEPARTMENT
RECEIVED.
DEC 16 1905
Office of Supervising Architect.

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

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15. Contingent force.—Vouchers will be issued separately for the services of clerks, watchmen, carpenters, plumbers, machinists, laborers, etc., and must have the date of the oath of office stated thereon, in the second column, immediately following the quoted authorization, thus: "Authorized June 10, 1902. Oath June 16, 1902." (The date of expiration of temporary and probationary appointments of this class of employees should be borne carefully in mind, to avoid disallowances.) Extra service performed on Sundays or otherwise, by per diem employees, for which charge is made, must be specifically referred to on the face of the voucher, or it will not be allowed.

16. Superintendents of construction.—When issuing vouchers for presentation to a Disbursing Agent for payment, Superintendents must see that they are filled out and complete in every particular, excepting only the date of payment in the receipt, the check-legend at bottom of voucher, and the number on the back. The Superintendent's series of numbers will be made on the face of the voucher, in the upper right-hand corner, in continuous sequence, from the beginning of the work to its close. Vouchers for his own compensation must have stated thereon, in the second column, immediately following the quoted authorization, the date of the oath of office and of his assignment to duty, thus: "Authorized Sept. 12, 1902. Oath Sept. 16, 1902. Assigned Sept. 20, 1902." This paragraph applies also to Foremen of Construction and Superintendents of Repairs.

17. Disbursing agents.—These officers will number their vouchers on the back, in monthly series, beginning each month with the first voucher paid (No. 1), and following this with the other vouchers in the order of payment. The blanks in the check-legend at the bottom of the voucher must be filled out by the Disbursing Agent, and his official signature written thereunder. He should also insert the date of payment in the receipt. He must make no disbursements of any kind until authorized to do so by the Department, and upon receiving such authority should be careful to observe that his payments are made in accordance therewith.

18. Architects—Tarsney Act.—Architects in charge of construction are required to prepare and certify vouchers, in payment for work done under their local supervision, in accordance with the regulations and rules of the Department as to form and execution. They will be governed, therefore, in the preparation of vouchers, by the foregoing directions. Their form of certification should be as follows, written or stamped on the face of the voucher, and signed by them as architects: "Certified as to correctness and value of service performed, and approved for payment in the amount stated, viz., $......" The printed certificate on the voucher is for the signature of the Superintendent of Construction, who acts as the representative of the Department.

19. Sample vouchers.—Vouchers, combined in sets, embracing the salient features of the foregoing directions as to form and execution, have been prepared as samples for distribution to those charged with the duty of preparing, certifying, and issuing vouchers, and will be furnished upon request where not already supplied. These forms embrace the methods of accounting most frequently met with in the preparation of vouchers covering the various classes of expenditures under the control of the Supervising Architect, and a reference to them as a guide, when issuing vouchers, will save time and avoid much unnecessary correspondence.

TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States,
To Marshall H. White, Dr.
"Repairs and Preservation of Public Buildings, 1906"
(Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars	Cts.
1905 Sept 8	Department letter dated July 15, 1905.	Ten electric outlet boxes, with lids,	9	67
		Two laborers 9 days each, placing outlet boxes and adjusting conduits incident to laying cement floors in Whitening, Rolling & Cutting & Transfer rooms and connecting corridor, at $4.00 each per day	72	00
		One laborer 10 days on above work, at $4.00 per day	40	
			121	67

The enclosed Check is in payment of original of this Voucher. This duplicate to be retained by Custodian.

DUPLICATE

BUILDING: U. S. Mint LOCATION: Denver, Colo.

I CERTIFY that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

APPROVED:

Frank M. Dorsey
Custodian

Assistant Secretary.

O.K.

RECEIVED at ....., *this* ..... *day of* ....., *190*...

from ....., *Disbursing* ....., *the sum of*

One hundred, twenty-one 67/100 *Dollars,*

in full payment of the above account.

(SIGNED IN DUPLICATE.) Marshall H. White

$121 67

Paid by check No. ....., *dated* ....., *190*..., *drawn on* .....

....., *payable to the order of payee as per caption.*

2—2014

Voucher No. .....

APPROPRIATION:

Repairs & Preservation of Public Buildings, 1906

VOUCHER IN FAVOR OF

Marshall H. White

* September 8, 1905

Amount, $121.67

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

2. Caption.—Insert the name of the public creditor (person, firm, or corporation, legibly written) on the first line, and quote the full title of the appropriation from which payment is to be made on the next line below. Do not confuse titles of special appropriations with descriptive titles of buildings. A building may be known as the "United States Custom-House, Baltimore, Md.," but its appropriation will read simply "Custom-House, Baltimore, Md." This feature is not involved in the annual appropriations. If uncertain as to the correct title of the appropriation, leave the line blank or write for instructions. Letters of authority, however, usually state the titles, and where this is the case they should be followed.

3. Body of voucher.—(*a*) In the first column give date of purchase or delivery of articles, or date of performance of service, or date upon which service has accrued for which payment is to be made. (*b*) Second column, state date of contract, thus: "Contract dated May 10, 1902;" date of acceptance of proposal, "Proposal accepted Sept. 26, 1902;" or date of Department letter authorizing the expenditure, "Authorized June 22, 1902." (The date of acceptance of proposal here referred to relates to proposals accepted only by the Department. An expenditure under a proposal not so accepted is considered as "Authorized.") If an emergency expenditure, unauthorized, leave the column blank. (*c*) Third column, describe the articles received or the service performed, or give a brief synopsis of work done, following the letter of authority, if any. State unit of price also, wherever practicable. (*d*) Fourth column, enter the amount as extended, and total the column if more than one item.

4. Title of building.—State the title of the building on the line designated for that purpose, following it with the name of the city and State in which located. The attention of Custodians is particularly called to this requirement, as its absence, in conjunction with other informalities, frequently renders identification of vouchers difficult, and causes delay in settlements.

5. Certificate.—The proper officer, charged with the duty of certification, must sign on the first line, followed by his official title on the second line. Vouchers received at the Department without certification will be returned. The approval blank, for the signature of the Assistant Secretary, is for use only when the voucher is paid at the Department.

6. Receipt.—When forwarded to the Department for payment, fill in the receipt on the appropriate line, also the scroll, with the amount called for by the voucher, but leave the date line and line for disbursing officer's name blank. Be sure that the amount in the receipt accords with that given in the voucher. The signature to the receipt should be made by the person, firm (by a member of the firm), or corporation (through its proper officer) in whose favor the voucher is issued. Signatures of public creditors should correspond with the names as written in the caption. When paid by a local Disbursing Agent, be guided by the instructions contained in paragraphs 16 and 17.

7. Briefing.—The briefing on the back must be properly filled out before the voucher is transmitted to the Department. Whether as a separate voucher forwarded for payment—in which case the number only is left blank—or as a voucher included in the abstract of a Disbursing Agent, this requirement must be adhered to. If the appropriation is unknown, as might be the case with an emergency expenditure, this portion of the brief may be left blank.

8. Letters of transmittal.—Accompany all vouchers sent to the Department for payment—chargeable to appropriations under the control of the Supervising Architect—with letters of transmittal. Such letters should describe briefly the work done or services rendered, and whether satisfactorily completed or performed; if for articles or supplies, whether received in good condition; and if for personal services of officers or employees, a brief descriptive reference to the service charged for and the period it covers. This requirement does not affect Disbursing Agents, whose monthly accounts are forwarded without letters.

9. Itemization.—(*a*) Unless issued under a contract or accepted proposal on file at the Department, or under a proposal accepted by a Custodian or other officer by authority from the Department, vouchers must be itemized—indicating the labor, material, and articles supplied, and the unit of price. (*b*) When issued under a proposal accepted by a Custodian or other officer, a copy of the proposal must accompany the voucher.

10. Freight, telegrams, etc.—(*a*) Freight and express charges will not be allowed unless sustained by the receipts of the transportation companies. (*b*) Charges for telegraphic service must be accompanied with copies of the telegrams; or the names of places from and to which sent, and the number of words must be stated on the voucher. (*c*) Bills for freight over land-grant or bond-aided railroads must not be paid, but should be referred to the Department for adjustment.

11. Correction of errors.—Errors in computation or extension, in stating dates of contracts, proposals, and authorizations, and the omission of signatures from certificates and receipts, should be carefully guarded against. When vouchers are returned for correction, and the amount in the receipt is increased as a result of such correction, issue new vouchers. A voucher may be reduced in amount by correction on its face, but can not be so increased.

12. Additions and deductions.—All acceptances by the Department, involving additions to or deductions from formal contracts or accepted proposals, and all revocations of prior acceptances, must be taken up in chronological order, in all vouchers issued on account of such contracts or proposals. Items of this character affect the amount of the retained percentages and the payments to be made, and cannot properly be omitted. Attention is particularly called to the requirements of this paragraph.

13. Division under appropriations.—In vouchers issued under contracts or accepted proposals involving a charge against two or more appropriations, the contract or proposal must be taken up as a whole for each appropriation, and separate vouchers rendered under each head, deducting from the amount of the contract or proposal, in each voucher, the sum or sums properly chargeable to the other items of appropriations. In this manner the contract or proposal is divided under its respective heads, and the different vouchers can be identified one with the other, and settlement facilitated.

14. Final settlements.—Vouchers in final settlement of contracts under bond must not be issued without prior authority from the Department. Such settlements may involve the imposition of a penalty, the determination of which rests with the Secretary of the Treasury. Accepted proposals, whose terms may provide a penalty for delay in execution of work, should be similarly treated. The completion of work under such contracts or accepted proposals should be promptly reported to the Department, with a statement of account and a full explanation of the causes of delay, if any, reference being made in detail to any loss or damage sustained by the United States as a result of such delay.

15. Contingent force.—Vouchers will be issued separately for the services of clerks, watchmen, carpenters, plumbers, machinists, laborers, etc., and must have the date of the oath of office stated thereon, in the second column, immediately following the quoted authorization, thus: "Authorized June 10, 1902. Oath June 16, 1902." (The date of expiration of temporary and probationary appointments of this class of employees should be borne carefully in mind, to avoid disallowances.) Extra service performed on Sundays or otherwise, by per diem employees, for which charge is made, must be specifically referred to on the face of the voucher, or it will not be allowed.

16. Superintendents of construction.—When issuing vouchers for presentation to a Disbursing Agent for payment, Superintendents must see that they are filled out and complete in every particular, excepting only the date of payment in the receipt, the check-legend at bottom of voucher, and the number on the back. The Superintendent's series of numbers will be made on the face of the voucher, in the upper right-hand corner, in continuous sequence, from the beginning of the work to its close. Vouchers for his own compensation must have stated thereon, in the second column, immediately following the quoted authorization, the date of the oath of office and of his assignment to duty, thus: "Authorized Sept. 12, 1902. Oath Sept. 16, 1902. Assigned Sept. 20, 1902." This paragraph applies also to Foremen of Construction and Superintendents of Repairs.

17. Disbursing agents.—These officers will number their vouchers on the back, in monthly series, beginning each month with the first voucher paid (No. 1), and following this with the other vouchers in the order of payment. The blanks in the check-legend at the bottom of the voucher must be filled out by the Disbursing Agent, and his official signature written thereunder. He should also insert the date of payment in the receipt. He must make no disbursements of any kind until authorized to do so by the Department, and upon receiving such authority should be careful to observe that his payments are made in accordance therewith.

18. Architects—Tarsney Act.—Architects in charge of construction are required to prepare and certify vouchers, in payment for work done under their local supervision, in accordance with the regulations and rules of the Department as to form and execution. They will be governed, therefore, in the preparation of vouchers, by the foregoing directions. Their form of certification should be as follows, written or stamped on the face of the voucher, and signed by them as architects: "Certified as to correctness and value of service performed, and approved for payment in the amount stated, viz., $.....". The printed certificate on the voucher is for the signature of the Superintendent of Construction, who acts as the representative of the Department.

19. Sample vouchers.—Vouchers, combined in sets, embracing the salient features of the foregoing directions as to form and execution, have been prepared as samples for distribution to those charged with the duty of preparing, certifying, and issuing vouchers, and will be furnished upon request where not already supplied. These forms embrace the methods of accounting most frequently met with in the preparation of vouchers covering the various classes of expenditures under the control of the Supervising Architect, and a reference to them as a guide, when issuing vouchers, will save time and avoid much unnecessary correspondence.

TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States,
To Oscar Sorensen, Dr.
"Vaults, Safes & Locks for Public Buildings, 1905"
(Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars	Cts.
1905 Aug 16	Department Letter ~~Authorized~~ dated May 19, 1905.	Packing outer door of main storage vault in basement.	5	00

SEP 1 1905

The enclosed Check is in payment of original of this Voucher. This duplicate to be retained by Custodian.

DUPLICATE

BUILDING: U. S. Mint LOCATION: Denver, Colo

I CERTIFY that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

APPROVED:

Frank N. Downs
Custodian

Assistant Secretary.

O.H.

RECEIVED at ....., *this* ..... *day of* ....., *190*...
from Thomas J. Hobbs, *Disbursing* ....., *the sum of*
Five ~~~~~~~~~~ $\frac{X}{100}$ *Dollars,*
in full payment of the above account.

(SIGNED IN DUPLICATE.) Oscar Sorensen

$ 5 00

Paid by check No. 262158, *dated* Sept 7, *190*5, *drawn on*
Chicago, *payable to the order of payee as per caption.*

2—2614

Voucher No. .....

APPROPRIATION:

Vaults, Safes & Locks for Public Buildings, 1905.

VOUCHER IN FAVOR OF

Oscar Sivertsen

* August 16, 1905

Amount, $ 5.00

TREASURY DEPARTMENT,
RECEIVED.
AUG 22 1905
Office of Supervising Architect.

* Insert date as shown by the receipt. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

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United States Senate,

~~WASHINGTON, D.C.~~ Alexandria Minn Aug 19 1905

Hon L. M. Shaw

Sec. of Treas.

Dear Sir; Andrew H. Burke was some 10 or 12 yrs ago Gov. of N. Dakota — The populists defeated his re-election — He then moved to Duluth & engaged for some yrs in the Grain Commission business — made a failure of it — & lost his all — He then appealed to me for political help — I secured him under Sec. Bliss a position as land office Inspector which he held for some yrs finally Sec Hitchcock took a dislike to him & discharged him for inefficiency — In short he has proved rather a failure ever since he lost the Governorship — He has a splendid well educated energetic wife, formerly a school teacher at Minneapolis — and two fine young daughters — While Burke was traveling around as land office Inspector Mrs Burke supported herself & daughters at Washington through a small Clerkship which I got her through Gov Merrim

in the Census office - When the force in that office was reorganized reduced & placed under the Civil service Class Mrs Burke was dropped from the force - This occurred near the time her husband was dropped from Land office - The family then moved to Denver Colorado - where they have since lived - Burke is not doing well & the family is hard up - Mrs. Burke - Carrie Cleveland Burke - has taken an examination for & is trying to secure a small position in Mint - at Denver - she has written me a long letter appealing for help - I should be very glad indeed if you could induce the director of the Mint at Denver to give her the small place she is trying to get - Please excuse this lengthy letter.

Yours truly

Kate Nelson

United States Senate,

WASHINGTON, D.C.

190

230703 | Bureau of the Mint. REC. AUG 28 1905

Alexandria Minn.
Aug. 19. '05

Hon. Knute Nelson

For the appmt of Miss Carrie C. Burke to a place in the Denver mint.

RECEIVED
AUG 24 9- 01 AM 1905
3336
IN DIVISION OF APPOINTMENTS

Treasury Department,
DIVISION OF APPOINTMENTS,
August 24 1905.
Respectfully referred, by direction of the Secretary, to the Director of the Mint.
Not answered.

George U. Rose
Acting Chief Division of Appointments.

Over.

230703 | Bureau of the Mint. REC. AUG 28 1905

Treasury Department,
Bureau of the Mint,
August 28, 1905.

Respectfully referred to the Superintendent, U. S. Mint, Denver, Colorado, and the writer so advised.

R. O. Preston
Acting Director of the Mint.

ADDRESS ALL COMMUNICATIONS TO THE COMPANY.

Rockwell Engineering Company,

Furnaces

Fuel Oil Burning Appliances.

W. S. ROCKWELL, Pres't
GEO. C. OETERS, Vice Pres't
F. S. GARRETT, Sec. & Treas.

26 CORTLANDT STREET.

CABLE ADDRESS.
"ROCKFUR" NEW YORK.
A.B.C. CODE.
WESTERN UNION.

New York, Nov. 4, 1905.

Director of the Mint,

Treasury Department,

Washington, D. C.

Dear Sir:-

Upon request from Denver, we are sending you herewith blue-print of Planchette Annealing Furnace #A-387 which we are building for the Mint at Denver.

This print gives the distance between discharging spout and floor, which information is desired at Denver in order to make the necessary trucks and baskets.

Yours respectfully,

ROCKWELL ENGINEERING CO.

G.A.Y.

F. S. Garrett Secy.

232779 | Bureau of the Mint. REC. NOV 6 1905

New York.
Nov. 4. 1905

Rockwell Eng Co.

Blue print of
Planchett Annealing
machine Denver

****

Treasury Department,
Bureau of the Mint,
Dec. 2, 1905.

Respectfully forwarded to the Mint of the United States at Denver.

Geo E Roberts
Director of the Mint.

TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States,
To The Colo. Roofing & Paving Co., Dr.
"Repairs & Preservation of Public Buildings, 1906."
(Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars	Cts.
1906. Jan. 19	Proposal accepted November 9. 1905.	Laying cement floor and base in Whitening room in attic	389	40

The enclosed Check is in payment of original of this voucher. Duplicate to be retained by Custodian

DUPLICATE

BUILDING: U. S. Mint LOCATION: Denver, Colo.

I CERTIFY that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

APPROVED:

Frank W. Downer
Custodian

Assistant Secretary.

RECEIVED at ....., *this* ..... *day of* ....., 190..

from ....., *Disbursing* ....., *the sum of*

Three hundred, eighty-nine 40/100 *Dollars,*

in full payment of the above account

(SIGNED IN DUPLICATE.) The Colo Roofing & Paving Co
By G. W. Guthrie Pres

$ 389 40

Paid by check No. ....., *dated* ....., 190.., *drawn on* .....

....., *payable to the order of payee as per caption.*

2—2014

Voucher No. .....

APPROPRIATION:

Repairs & Preservation of Public Buildings, 1906

VOUCHER IN FAVOR OF

The Colo Roofing & Paving Co

Denver, Colo.

* January 19, 1906

Amount, $ 389 40

TREASURY DEPARTMENT
RECEIVED.
JAN 23 1906
Office of Supervising Architect.

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

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9. Itemization.—(*a*) Unless issued under a contract or accepted proposal on file at the Department, or under a proposal accepted by a Custodian or other officer by authority from the Department, vouchers must be itemized—indicating the labor, material, and articles supplied, and the unit of price. (*b*) When issued under a proposal accepted by a Custodian or other officer, a copy of the proposal must accompany the voucher.

10. Freight, telegrams, etc.—(*a*) Freight and express charges will not be allowed unless sustained by the receipts of the transportation companies. (*b*) Charges for telegraphic service must be accompanied with copies of the telegrams; or the names of places from and to which sent, and the number of words must be stated on the voucher. (*c*) Bills for freight over land-grant or bond-aided railroads must not be paid, but should be referred to the Department for adjustment.

11. Correction of errors.—Errors in computation or extension, in stating dates of contracts, proposals, and authorizations, and the omission of signatures from certificates and receipts, should be carefully guarded against. When vouchers are returned for correction, and the amount in the receipt is increased as a result of such correction, issue new vouchers. A voucher may be reduced in amount by correction on its face, but can not be so increased.

12. Additions and deductions.—All acceptances by the Department, involving additions to or deductions from formal contracts or accepted proposals, and all revocations of prior acceptances, must be taken up in chronological order, in all vouchers issued on account of such contracts or proposals. Items of this character affect the amount of the retained percentages and the payments to be made, and cannot properly be omitted. Attention is particularly called to the requirements of this paragraph.

13. Division under appropriations.—In vouchers issued under contracts or accepted proposals involving a charge against two or more appropriations, the contract or proposal must be taken up as a whole for each appropriation, and separate vouchers rendered under each head, deducting from the amount of the contract or proposal, in each voucher, the sum or sums properly chargeable to the other items of appropriations. In this manner the contract or proposal is divided under its respective heads, and the different vouchers can be identified one with the other, and settlement facilitated.

14. Final settlements.—Vouchers in final settlement of contracts under bond must not be issued without prior authority from the Department. Such settlements may involve the imposition of a penalty, the determination of which rests with the Secretary of the Treasury. Accepted proposals, whose terms may provide a penalty for delay in execution of work, should be similarly treated. The completion of work under such contracts or accepted proposals should be promptly reported to the Department, with a statement of account and a full explanation of the causes of delay, if any, reference being made in detail to any loss or damage sustained by the United States as a result of such delay.

15. Contingent force.—Vouchers will be issued separately for the services of clerks, watchmen, carpenters, plumbers, machinists, laborers, etc., and must have the date of the oath of office stated thereon, in the second column, immediately following the quoted authorization, thus: "Authorized June 10, 1902. Oath June 16, 1902." (The date of expiration of temporary and probationary appointments of this class of employees should be borne carefully in mind, to avoid disallowances.) Extra service performed on Sundays or otherwise, by per diem employees, for which charge is made, must be specifically referred to on the face of the voucher, or it will not be allowed.

16. Superintendents of construction.—When issuing vouchers for presentation to a Disbursing Agent for payment, Superintendents must see that they are filled out and complete in every particular, excepting only the date of payment in the receipt, the check-legend at bottom of voucher, and the number on the back. The Superintendent's series of numbers will be made on the face of the voucher, in the upper right-hand corner, in continuous sequence, from the beginning of the work to its close. Vouchers for his own compensation must have stated thereon, in the second column, immediately following the quoted authorization, the date of the oath of office and of his assignment to duty, thus: "Authorized Sept. 12, 1902. Oath Sept. 16, 1902. Assigned Sept. 20, 1902." This paragraph applies also to Foremen of Construction and Superintendents of Repairs.

17. Disbursing agents.—These officers will number their vouchers on the back, in monthly series, beginning each month with the first voucher paid (No. 1), and following this with the other vouchers in the order of payment. The blanks in the check-legend at the bottom of the voucher must be filled out by the Disbursing Agent, and his official signature written thereunder. He should also insert the date of payment in the receipt. He must make no disbursements of any kind until authorized to do so by the Department, and upon receiving such authority should be careful to observe that his payments are made in accordance therewith.

18. Architects—Tarsney Act.—Architects in charge of construction are required to prepare and certify vouchers, in payment for work done under their local supervision, in accordance with the regulations and rules of the Department as to form and execution. They will be governed, therefore, in the preparation of vouchers, by the foregoing directions. Their form of certification should be as follows, written or stamped on the face of the voucher, and signed by them as architects: "Certified as to correctness and value of service performed, and approved for payment in the amount stated, viz., $......" The printed certificate on the voucher is for the signature of the Superintendent of Construction, who acts as the representative of the Department.

19. Sample vouchers.—Vouchers, combined in sets, embracing the salient features of the foregoing directions as to form and execution, have been prepared as samples for distribution to those charged with the duty of preparing, certifying, and issuing vouchers, and will be furnished upon request where not already supplied. These forms embrace the methods of accounting most frequently met with in the preparation of vouchers covering the various classes of expenditures under the control of the Supervising Architect, and a reference to them as a guide, when issuing vouchers, will save time and avoid much unnecessary correspondence.

TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States, To The Vulcan Iron Works Co., Dr.

"Repairs & Preservation of Public Buildings, 1905."
(Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars.	Cts.
1905 June 28	Department letter ~~Authorized~~ dated April 28, 1905.	Casting 12 floor outlet boxes, including patterns	9	52

The enclosed check is in payment of original of this voucher. This duplicate to be retained by custodian.

DUPLICATE

BUILDING: U. S. Mint LOCATION: Denver, Colo.

I CERTIFY that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

APPROVED:

Frank M. Downer
Custodian

Assistant Secretary.

O.K.

RECEIVED at ....., *this* ..... *day of* ....., *190*...

from ....., *Disbursing* ....., *the sum of*

Nine ~~~~~~~~~~~~~~~~~~~~ 52/100 *Dollars,*

in full payment of the above account.

(SIGNED IN DUPLICATE) The Vulcan Iron Works Co
By William Burkart

$9 52/100

Paid by check No. ....., *dated* ....., *190*..., *drawn on* .....

....., *payable to the order of payee as per caption.*

2—2014

Voucher No. .....

APPROPRIATION:

Repairs & Preservation of Public Buildings, 1905.

VOUCHER IN FAVOR OF

Vulcan Iron Works Co.

* June 28, 1905

Amount, $ 9 52

TREASURY DEPARTMENT,
RECEIVED.
JUL 20 1905
Office of Supervising Architect.

TREASURY DEPARTMENT,
RECEIVED.
JUL 10 1905
Office of Supervising Architect.

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

2. Caption.—Insert the name of the public creditor (person, firm, or corporation, legibly written) on the first line, and quote the full title of the appropriation from which payment is to be made on the next line below. Do not confuse titles of special appropriations with descriptive titles of buildings. A building may be known as the "United States Custom-House, Baltimore, Md.," but its appropriation will read simply "Custom-House, Baltimore, Md." This feature is not involved in the annual appropriations. If uncertain as to the correct title of the appropriation, leave the line blank or write for instructions. Letters of authority, however, usually state the titles, and where this is the case they should be followed.

3. Body of voucher.—(*a*) In the first column give date of purchase or delivery of articles, or date of performance of service, or date upon which service has accrued for which payment is to be made. (*b*) Second column, state date of contract, thus: "Contract dated May 10, 1902;" date of acceptance of proposal, "Proposal accepted Sept. 26, 1902;" or date of Department letter authorizing the expenditure, "Authorized June 22, 1902." (The date of acceptance of proposal here referred to relates to proposals accepted only by the Department. An expenditure under a proposal not so accepted is considered as "Authorized.") If an emergency expenditure, unauthorized, leave the column blank. (*c*) Third column, describe the articles received or the service performed, or give a brief synopsis of work done, following the letter of authority, if any. State unit of price also, wherever practicable. (*d*) Fourth column, enter the amount as extended, and total the column if more than one item.

4. Title of building.—State the title of the building on the line designated for that purpose, following it with the name of the city and State in which located. The attention of Custodians is particularly called to this requirement, as its absence, in conjunction with other informalities, frequently renders identification of vouchers difficult, and causes delay in settlements.

5. Certificate.—The proper officer, charged with the duty of certification, must sign on the first line, followed by his official title on the second line. Vouchers received at the Department without certification will be returned. The approval blank, for the signature of the Assistant Secretary, is for use only when the voucher is paid at the Department.

6. Receipt.—When forwarded to the Department for payment, fill in the receipt on the appropriate line, also the scroll, with the amount called for by the voucher, but leave the date line and line for disbursing officer's name blank. Be sure that the amount in the receipt accords with that given in the voucher. The signature to the receipt should be made by the person, firm (by a member of the firm), or corporation (through its proper officer) in whose favor the voucher is issued. Signatures of public creditors should correspond with the names as written in the caption. When paid by a local Disbursing Agent, be guided by the instructions contained in paragraphs 16 and 17.

7. Briefing.—The briefing on the back must be properly filled out before the voucher is transmitted to the Department. Whether as a separate voucher forwarded for payment—in which case the number only is left blank—or as a voucher included in the abstract of a Disbursing Agent, this requirement must be adhered to. If the appropriation is unknown, as might be the case with an emergency expenditure, this portion of the brief may be left blank.

8. Letters of transmittal.—Accompany all vouchers sent to the Department for payment—chargeable to appropriations under the control of the Supervising Architect—with letters of transmittal. Such letters should describe briefly the work done or services rendered, and whether satisfactorily completed or performed; if for articles or supplies, whether received in good condition; and if for personal services of officers or employees, a brief descriptive reference to the service charged for and the period it covers. This requirement does not affect Disbursing Agents, whose monthly accounts are forwarded without letters.

9. Itemization.—(*a*) Unless issued under a contract or accepted proposal on file at the Department, or under a proposal accepted by a Custodian or other officer by authority from the Department, vouchers must be itemized—indicating the labor, material, and articles supplied, and the unit of price. (*b*) When issued under a proposal accepted by a Custodian or other officer, a copy of the proposal must accompany the voucher.

10. Freight, telegrams, etc.—(*a*) Freight and express charges will not be allowed unless sustained by the receipts of the transportation companies. (*b*) Charges for telegraphic service must be accompanied with copies of the telegrams; or the names of places from and to which sent, and the number of words must be stated on the voucher. (*c*) Bills for freight over land-grant or bond-aided railroads must not be paid, but should be referred to the Department for adjustment.

11. Correction of errors.—Errors in computation or extension, in stating dates of contracts, proposals, and authorizations, and the omission of signatures from certificates and receipts, should be carefully guarded against. When vouchers are returned for correction, and the amount in the receipt is increased as a result of such correction, issue new vouchers. A voucher may be reduced in amount by correction on its face, but can not be so increased.

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14. Final settlements.—Vouchers in final settlement of contracts under bond must not be issued without prior authority from the Department. Such settlements may involve the imposition of a penalty, the determination of which rests with the Secretary of the Treasury. Accepted proposals, whose terms may provide a penalty for delay in execution of work, should be similarly treated. The completion of work under such contracts or accepted proposals should be promptly reported to the Department, with a statement of account and a full explanation of the causes of delay, if any, reference being made in detail to any loss or damage sustained by the United States as a result of such delay.

15. Contingent force.—Vouchers will be issued separately for the services of clerks, watchmen, carpenters, plumbers, machinists, laborers, etc., and must have the date of the oath of office stated thereon, in the second column, immediately following the quoted authorization, thus. "Authorized June 10, 1902. Oath June 16, 1902." (The date of expiration of temporary and probationary appointments of this class of employees should be borne carefully in mind, to avoid disallowances.) Extra service performed on Sundays or otherwise, by per diem employees, for which charge is made, must be specifically referred to on the face of the voucher, or it will not be allowed.

16. Superintendents of construction.—When issuing vouchers for presentation to a Disbursing Agent for payment, Superintendents must see that they are filled out and complete in every particular, excepting only the date of payment in the receipt, the check-legend at bottom of voucher, and the number on the back. The Superintendent's series of numbers will be made on the face of the voucher, in the upper right-hand corner, in continuous sequence, from the beginning of the work to its close. Vouchers for his own compensation must have stated thereon, in the second column, immediately following the quoted authorization, the date of the oath of office and of his assignment to duty, thus: "Authorized Sept. 12, 1902. Oath Sept. 16, 1902. Assigned Sept. 20, 1902." This paragraph applies also to Foremen of Construction and Superintendents of Repairs.

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18. Architects—Tarsney Act.—Architects in charge of construction are required to prepare and certify vouchers, in payment for work done under their local supervision, in accordance with the regulations and rules of the Department as to form and execution. They will be governed, therefore, in the preparation of vouchers, by the foregoing directions. Their form of certification should be as follows, written or stamped on the face of the voucher, and signed by them as architects: "Certified as to correctness and value of service performed, and approved for payment in the amount stated, viz., $....." The printed certificate on the voucher is for the signature of the Superintendent of Construction, who acts as the representative of the Department.

19. Sample vouchers.—Vouchers, combined in sets, embracing the salient features of the foregoing directions as to form and execution, have been prepared as samples for distribution to those charged with the duty of preparing, certifying, and issuing vouchers, and will be furnished upon request where not already supplied. These forms embrace the methods of accounting most frequently met with in the preparation of vouchers covering the various classes of expenditures under the control of the Supervising Architect, and a reference to them as a guide, when issuing vouchers, will save time and avoid much unnecessary correspondence.

TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States, To The Hinchman-Renton Fireproofing Co., Dr.

"Repairs & Preservation of Public Buildings, 1905"
(Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars.	Cts.
1905 June 28	Contract ~~Acceptance~~ dated April 28, 1905.	Relaying cement floors in Melting & Refining Rooms	1250	00
		Proposal accepted May 24, 1905		25
		Amount due	$1275	00

The enclosed Check is in payment of original of this Voucher. This duplicate to be retained by Custodian.

DUPLICATE

BUILDING: U. S. Mint LOCATION: Denver, Colo.

I CERTIFY that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

APPROVED:

Frank W. Downs
Custodian O.H.

Assistant Secretary.

RECEIVED at ....., *this* ..... *day of* ....., *190*..

from ....., *Disbursing* ....., *the sum of*

Twelve hundred and seventy-five ~~~~ $\frac{X}{100}$ *Dollars,*

in full payment of the above account.

(SIGNED IN DUPLICATE.) The Hinchman-Renton Fireproofing Co
J B Hinchman Pres

$1275.00

Paid by check No. ....., *dated* ....., *190*.., *drawn on* .....

....., *payable to the order of payee as per caption.*

2—2014

Voucher No. .....

APPROPRIATION:

Repairs and Preservation of Public Buildings, 1905.

VOUCHER IN FAVOR OF

The Hinchman Renton Fireproofing Company.

* June 28, 1905

Amount, $1275 00

TREASURY DEPARTMENT,
RECEIVED.
JUL 10 1905
Office of Supervising Architect.

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

2. Caption.—Insert the name of the public creditor (person, firm, or corporation, legibly written) on the first line, and quote the full title of the appropriation from which payment is to be made on the next line below. Do not confuse titles of special appropriations with descriptive titles of buildings. A building may be known as the "United States Custom-House, Baltimore, Md.," but its appropriation will read simply "Custom-House, Baltimore, Md." This feature is not involved in the annual appropriations. If uncertain as to the correct title of the appropriation, leave the line blank or write for instructions. Letters of authority, however, usually state the titles, and where this is the case they should be followed.

3. Body of voucher.—(*a*) In the first column give date of purchase or delivery of articles, or date of performance of service, or date upon which service has accrued for which payment is to be made. (*b*) Second column, state date of contract, thus: "Contract dated May 10, 1902;" date of acceptance of proposal, "Proposal accepted Sept. 26, 1902;" or date of Department letter authorizing the expenditure, "Authorized June 22, 1902." (The date of acceptance of proposal here referred to relates to proposals accepted only by the Department. An expenditure under a proposal not so accepted is considered as "Authorized.") If an emergency expenditure, unauthorized, leave the column blank. (*c*) Third column, describe the articles received or the service performed, or give a brief synopsis of work done, following the letter of authority, if any. State unit of price also, wherever practicable. (*d*) Fourth column, enter the amount as extended, and total the column if more than one item.

4. Title of building.—State the title of the building on the line designated for that purpose, following it with the name of the city and State in which located. The attention of Custodians is particularly called to this requirement, as its absence, in conjunction with other informalities, frequently renders identification of vouchers difficult, and causes delay in settlements.

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6. Receipt.—When forwarded to the Department for payment, fill in the receipt on the appropriate line, also the scroll, with the amount called for by the voucher, but leave the date line and line for disbursing officer's name blank. Be sure that the amount in the receipt accords with that given in the voucher. The signature to the receipt should be made by the person, firm (by a member of the firm), or corporation (through its proper officer) in whose favor the voucher is issued. Signatures of public creditors should correspond with the names as written in the caption. When paid by a local Disbursing Agent, be guided by the instructions contained in paragraphs 16 and 17.

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14. Final settlements.—Vouchers in final settlement of contracts under bond must not be issued without prior authority from the Department. Such settlements may involve the imposition of a penalty, the determination of which rests with the Secretary of the Treasury Accepted proposals, whose terms may provide a penalty for delay in execution of work, should be similarly treated. The completion of work under such contracts or accepted proposals should be promptly reported to the Department, with a statement of account and a full explanation of the causes of delay, if any, reference being made in detail to any loss or damage sustained by the United States as a result of such delay.

15. Contingent force.—Vouchers will be issued separately for the services of clerks, watchmen, carpenters, plumbers, machinists, laborers, etc., and must have the date of the oath of office stated thereon, in the second column, immediately following the quoted authorization, thus. "Authorized June 10, 1902. Oath June 16, 1902." (The date of expiration of temporary and probationary appointments of this class of employees should be borne carefully in mind, to avoid disallowances.) Extra service performed on Sundays or otherwise, by per diem employees, for which charge is made, must be specifically referred to on the face of the voucher, or it will not be allowed.

16. Superintendents of construction.—When issuing vouchers for presentation to a Disbursing Agent for payment, Superintendents must see that they are filled out and complete in every particular, excepting only the date of payment in the receipt, the check-legend at bottom of voucher, and the number on the back. The Superintendent's series of numbers will be made on the face of the voucher, in the upper right-hand corner, in continuous sequence, from the beginning of the work to its close. Vouchers for his own compensation must have stated thereon, in the second column, immediately following the quoted authorization, the date of the oath of office and of his assignment to duty, thus: "Authorized Sept. 12, 1902. Oath Sept. 16, 1902. Assigned Sept. 20, 1902." This paragraph applies also to Foremen of Construction and Superintendents of Repairs.

17. Disbursing agents.—These officers will number their vouchers on the back, in monthly series, beginning each month with the first voucher paid (No. 1), and following this with the other vouchers in the order of payment. The blanks in the check-legend at the bottom of the voucher must be filled out by the Disbursing Agent, and his official signature written thereunder. He should also insert the date of payment in the receipt. He must make no disbursements of any kind until authorized to do so by the Department, and upon receiving such authority should be careful to observe that his payments are made in accordance therewith.

18. Architects—Tarsney Act.—Architects in charge of construction are required to prepare and certify vouchers, in payment for work done under their local supervision, in accordance with the regulations and rules of the Department as to form and execution. They will be governed, therefore, in the preparation of vouchers, by the foregoing directions. Their form of certification should be as follows, written or stamped on the face of the voucher, and signed by them as architects: "Certified as to correctness and value of service performed, and approved for payment in the amount stated, viz., $....." The printed certificate on the voucher is for the signature of the Superintendent of Construction, who acts as the representative of the Department.

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TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States, To The Hall's Safe Co., Dr.

"Vaults, Safes & Locks for Public Buildings, 1905"
(Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars	Cts.
1905 Aug 14	Proposal accepted ~~Department letter~~ April 11. 1905.	Shell safe with burglar proof chest for office of Assayer	388	00

The enclosed Check is in payment of original of this Voucher. This Duplicate to be retained by Custodian.

DUPLICATE

BUILDING: U. S. Mint LOCATION: Denver, Colo

I CERTIFY that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

APPROVED:

Frank W. Downs
Custodian

Assistant Secretary.

O.K.

RECEIVED at _____, *this* _____ *day of* _____, *190*__

from George A. Bartlett, *Disbursing* Clerk, *the sum of* Three hundred and eighty-eight ~~~~ x/100 *Dollars, in full payment of the above account.*

(SIGNED IN DUPLICATE.) The Hall's Safe Company
by E. C. Hall Treas't

$ 388.00

Paid by check No. 241548, *dated* Aug 25th, *190*5, *drawn on* _____, *payable to the order of payee as per caption.*

2—2014

Voucher No. .....

APPROPRIATION:

Vaults, Safes & Locks for Public Buildings, 1905

VOUCHER IN FAVOR OF

Hall's Safe Co.

*August 14, 1905

Amount, $ 388.00

TREASURY DEPARTMENT,
RECEIVED.
AUG 21 1905
Office of Supervising Architect.

*Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

2. Caption.—Insert the name of the public creditor (person, firm, or corporation, legibly written) on the first line, and quote the full title of the appropriation from which payment is to be made on the next line below. Do not confuse titles of special appropriations with descriptive titles of buildings. A building may be known as the "United States Custom-House, Baltimore, Md.," but its appropriation will read simply "Custom-House, Baltimore, Md." This feature is not involved in the annual appropriations. If uncertain as to the correct title of the appropriation, leave the line blank or write for instructions. Letters of authority, however, usually state the titles, and where this is the case they should be followed.

3. Body of voucher.—(*a*) In the first column give date of purchase or delivery of articles, or date of performance of service, or date upon which service has accrued for which payment is to be made. (*b*) Second column, state date of contract, thus: "Contract dated May 10, 1902;" date of acceptance of proposal, "Proposal accepted Sept. 26, 1902;" or date of Department letter authorizing the expenditure, "Authorized June 22, 1902." (The date of acceptance of proposal here referred to relates to proposals accepted only by the Department. An expenditure under a proposal not so accepted is considered as "Authorized.") If an emergency expenditure, unauthorized, leave the column blank. (*c*) Third column, describe the articles received or the service performed, or give a brief synopsis of work done, following the letter of authority, if any. State unit of price also, wherever practicable. (*d*) Fourth column, enter the amount as extended, and total the column if more than one item.

4. Title of building.—State the title of the building on the line designated for that purpose, following it with the name of the city and State in which located. The attention of Custodians is particularly called to this requirement, as its absence, in conjunction with other informalities, frequently renders identification of vouchers difficult, and causes delay in settlements.

5. Certificate.—The proper officer, charged with the duty of certification, must sign on the first line, followed by his official title on the second line. Vouchers received at the Department without certification will be returned. The approval blank, for the signature of the Assistant Secretary, is for use only when the voucher is paid at the Department.

6. Receipt.—When forwarded to the Department for payment, fill in the receipt on the appropriate line, also the scroll, with the amount called for by the voucher, but leave the date line and line for disbursing officer's name blank. Be sure that the amount in the receipt accords with that given in the voucher. The signature to the receipt should be made by the person, firm (by a member of the firm), or corporation (through its proper officer) in whose favor the voucher is issued. Signatures of public creditors should correspond with the names as written in the caption. When paid by a local Disbursing Agent, be guided by the instructions contained in paragraphs 16 and 17.

7. Briefing.—The briefing on the back must be properly filled out before the voucher is transmitted to the Department. Whether as a separate voucher forwarded for payment—in which case the number only is left blank—or as a voucher included in the abstract of a Disbursing Agent, this requirement must be adhered to. If the appropriation is unknown, as might be the case with an emergency expenditure, this portion of the brief may be left blank.

8. Letters of transmittal.—Accompany all vouchers sent to the Department for payment—chargeable to appropriations under the control of the Supervising Architect—with letters of transmittal. Such letters should describe briefly the work done or services rendered, and whether satisfactorily completed or performed; if for articles or supplies, whether received in good condition; and if for personal services of officers or employees, a brief descriptive reference to the service charged for and the period it covers. This requirement does not affect Disbursing Agents, whose monthly accounts are forwarded without letters.

9. Itemization.—(*a*) Unless issued under a contract or accepted proposal on file at the Department, or under a proposal accepted by a Custodian or other officer by authority from the Department, vouchers must be itemized—indicating the labor, material, and articles supplied, and the unit of price. (*b*) When issued under a proposal accepted by a Custodian or other officer, a copy of the proposal must accompany the voucher.

10. Freight, telegrams, etc.—(*a*) Freight and express charges will not be allowed unless sustained by the receipts of the transportation companies. (*b*) Charges for telegraphic service must be accompanied with copies of the telegrams; or the names of places from and to which sent, and the number of words must be stated on the voucher. (*c*) Bills for freight over land-grant or bond-aided railroads must not be paid, but should be referred to the Department for adjustment.

11. Correction of errors.—Errors in computation or extension, in stating dates of contracts, proposals, and authorizations, and the omission of signatures from certificates and receipts, should be carefully guarded against. When vouchers are returned for correction, and the amount in the receipt is increased as a result of such correction, issue new vouchers. A voucher may be reduced in amount by correction on its face, but can not be so increased.

12. Additions and deductions.—All acceptances by the Department, involving additions to or deductions from formal contracts or accepted proposals, and all revocations of prior acceptances, must be taken up in chronological order, in all vouchers issued on account of such contracts or proposals. Items of this character affect the amount of the retained percentages and the payments to be made, and cannot properly be omitted. Attention is particularly called to the requirements of this paragraph.

13. Division under appropriations.—In vouchers issued under contracts or accepted proposals involving a charge against two or more appropriations, the contract or proposal must be taken up as a whole for each appropriation, and separate vouchers rendered under each head, deducting from the amount of the contract or proposal, in each voucher, the sum or sums properly chargeable to the other items of appropriations. In this manner the contract or proposal is divided under its respective heads, and the different vouchers can be identified one with the other, and settlement facilitated.

14. Final settlements.—Vouchers in final settlement of contracts under bond must not be issued without prior authority from the Department. Such settlements may involve the imposition of a penalty, the determination of which rests with the Secretary of the Treasury. Accepted proposals, whose terms may provide a penalty for delay in execution of work, should be similarly treated. The completion of work under such contracts or accepted proposals should be promptly reported to the Department, with a statement of account and a full explanation of the causes of delay, if any, reference being made in detail to any loss or damage sustained by the United States as a result of such delay.

15. Contingent force.—Vouchers will be issued separately for the services of clerks, watchmen, carpenters, plumbers, machinists, laborers, etc., and must have the date of the oath of office stated thereon, in the second column, immediately following the quoted authorization, thus: "Authorized June 10, 1902. Oath June 16, 1902." (The date of expiration of temporary and probationary appointments of this class of employees should be borne carefully in mind, to avoid disallowances.) Extra service performed on Sundays or otherwise, by per diem employees, for which charge is made, must be specifically referred to on the face of the voucher, or it will not be allowed.

16. Superintendents of construction.—When issuing vouchers for presentation to a Disbursing Agent for payment, Superintendents must see that they are filled out and complete in every particular, excepting only the date of payment in the receipt, the check-legend at bottom of voucher, and the number on the back. The Superintendent's series of numbers will be made on the face of the voucher, in the upper right-hand corner, in continuous sequence, from the beginning of the work to its close. Vouchers for his own compensation must have stated thereon, in the second column, immediately following the quoted authorization, the date of the oath of office and of his assignment to duty, thus: "Authorized Sept. 12, 1902. Oath Sept. 16, 1902. Assigned Sept. 20, 1902." This paragraph applies also to Foremen of Construction and Superintendents of Repairs.

17. Disbursing agents.—These officers will number their vouchers on the back, in monthly series, beginning each month with the first voucher paid (No. 1), and following this with the other vouchers in the order of payment. The blanks in the check-legend at the bottom of the voucher must be filled out by the Disbursing Agent, and his official signature written thereunder. He should also insert the date of payment in the receipt. He must make no disbursements of any kind until authorized to do so by the Department, and upon receiving such authority should be careful to observe that his payments are made in accordance therewith.

18. Architects—Tarsney Act.—Architects in charge of construction are required to prepare and certify vouchers, in payment for work done under their local supervision, in accordance with the regulations and rules of the Department as to form and execution. They will be governed, therefore, in the preparation of vouchers, by the foregoing directions. Their form of certification should be as follows, written or stamped on the face of the voucher, and signed by them as architects: "Certified as to correctness and value of service performed, and approved for payment in the amount stated, viz., $......" The printed certificate on the voucher is for the signature of the Superintendent of Construction, who acts as the representative of the Department.

19. Sample vouchers.—Vouchers, combined in sets, embracing the salient features of the foregoing directions as to form and execution, have been prepared as samples for distribution to those charged with the duty of preparing, certifying, and issuing vouchers, and will be furnished upon request where not already supplied. These forms embrace the methods of accounting most frequently met with in the preparation of vouchers covering the various classes of expenditures under the control of the Supervising Architect, and a reference to them as a guide, when issuing vouchers, will save time and avoid much unnecessary correspondence.

TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States,
To The Macneale & Urban Co., Dr.
"Vaults, Safes & Locks for Public Buildings, 1905"
(Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars	Cts.
1905 Aug. 17	Proposal accepted ~~Department letter~~ April 17, 1905.	Shell safe with burglar proof chest for the Assay Weigh Room	1081	00
	Prop			

The enclosed Check is in payment of original of this Voucher. This duplicate to be retained by Custodian

DUPLICATE

BUILDING: U. S. Mint LOCATION: Denver, Colo.

I CERTIFY that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

APPROVED:

Frank W. Downs
Custodian

Assistant Secretary.

OHS

RECEIVED at ....., *this* ..... *day of* ....., *190*...

from ....., *Disbursing* ....., *the sum of*

One thousand and eighty-one ~~~~ $\frac{x}{100}$ *Dollars,*

in full payment of the above account.

(SIGNED IN DUPLICATE) The Macneale & Urban Co
A. D. Tilton Received

$1081.00

Paid by check No. ....., *dated* ....., *190*..., *drawn on* .....

....., *payable to the order of payee as per caption.*

2—2014

Voucher No. .....

APPROPRIATION:

Vaults, Safes & Locks for Public Buildings, 1905.

VOUCHER IN FAVOR OF

Macneale & Urban Co.

* August 17, 1905

Amount, $ 1081 00

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

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TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States, To The Hinchman Renton Fire Proofing Co. Dr.

"Repairs & Preservation of Public Buildings, 1905"
(Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars.	Cts.
1905 July 14	Proposal accepted June 24th, 1905.	Repairing roof of sweeps cellar	342	00

The enclosed Check is in payment of original of this Voucher. This duplicate to be retained by Custodian.

DUPLICATE

BUILDING: U. S. Mint LOCATION: Denver, Colo.

I CERTIFY that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

APPROVED:

Frank W. Downer
Custodian O.H.

Assistant Secretary.

RECEIVED at ....., this ..... day of ....., 190....

from ....., Disbursing ....., the sum of

Three hundred and forty-two ..... 00/100 *Dollars,*

in full payment of the above account. (SIGNED IN DUPLICATE.) The Hinchman-Renton Fire Proofing Co.

$342 00

By J. B. Hinchman Pres

Paid by check No. ....., dated ....., 190...., drawn on

....., payable to the order of payee as per caption.

2—2014

Voucher No. _____

APPROPRIATION:

Repairs & Preservation of Public Buildings, 1905.

VOUCHER IN FAVOR OF

The Hinchman Renton Fireproofing Co

* July 14, 1905

Amount, $ 342 00

TREASURY DEPARTMENT,
RECEIVED.
JUL 18 1905
Office of Supervising Architect.

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

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16. Superintendents of construction.—When issuing vouchers for presentation to a Disbursing Agent for payment, Superintendents must see that they are filled out and complete in every particular, excepting only the date of payment in the receipt, the check-legend at bottom of voucher, and the number on the back. The Superintendent's series of numbers will be made on the face of the voucher, in the upper right-hand corner, in continuous sequence, from the beginning of the work to its close. Vouchers for his own compensation must have stated thereon, in the second column, immediately following the quoted authorization, the date of the oath of office and of his assignment to duty, thus: "Authorized Sept. 12, 1902. Oath Sept. 16, 1902. Assigned Sept. 20, 1902." This paragraph applies also to Foremen of Construction and Superintendents of Repairs.

17. Disbursing agents.—These officers will number their vouchers on the back, in monthly series, beginning each month with the first voucher paid (No. 1), and following this with the other vouchers in the order of payment. The blanks in the check-legend at the bottom of the voucher must be filled out by the Disbursing Agent, and his official signature written thereunder. He should also insert the date of payment in the receipt. He must make no disbursements of any kind until authorized to do so by the Department, and upon receiving such authority should be careful to observe that his payments are made in accordance therewith.

18. Architects—Tarsney Act.—Architects in charge of construction are required to prepare and certify vouchers, in payment for work done under their local supervision, in accordance with the regulations and rules of the Department as to form and execution. They will be governed, therefore, in the preparation of vouchers, by the foregoing directions. Their form of certification should be as follows, written or stamped on the face of the voucher, and signed by them as architects: "Certified as to correctness and value of service performed, and approved for payment in the amount stated, viz., $_____." The printed certificate on the voucher is for the signature of the Superintendent of Construction, who acts as the representative of the Department.

19. Sample vouchers.—Vouchers, combined in sets, embracing the salient features of the foregoing directions as to form and execution, have been prepared as samples for distribution to those charged with the duty of preparing, certifying, and issuing vouchers, and will be furnished upon request where not already supplied. These forms embrace the methods of accounting most frequently met with in the preparation of vouchers covering the various classes of expenditures under the control of the Supervising Architect, and a reference to them as a guide, when issuing vouchers, will save time and avoid much unnecessary correspondence.

S

TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States,

To J. M. Mossman, Dr.

"Vaults, Safes & Locks for Public Buildings, 1905"
(Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars.	Cts.
1905 June 24	Proposal received ~~Authorized~~ Oct. 17, 1905.	Cleaning and repairing five time locks on vault doors, at $10. each	50	00

The enclosed check is in payment of original of this voucher. This duplicate to be retained in custodian.

DUPLICATE

BUILDING: U. S. Mint LOCATION: Denver, Colo.

I CERTIFY that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

APPROVED:

Frank W. Downer
Custodian

Assistant Secretary.

O.K.

RECEIVED at ....., *this* ..... *day of* ....., *190*..

from ....., *Disbursing* ....., *the sum of*

Fifty ..... 00/100 *Dollars,*

in full payment of the above account.

(SIGNED IN DUPLICATE.) J. M. Mossman

$ 50 00

Paid by check No. ....., *dated* ....., *190*..., *drawn on* .....

....., *payable to the order of payee as per caption.*

2—2014

Voucher No. .....

APPROPRIATION:

Vaults, Safes & Locks for Public Buildings, 1905,

VOUCHER IN FAVOR OF

J. M. Mossman

72 Maiden Lane, New York

* June 24, 1905

Amount, $ 50 00

TREASURY DEPARTMENT, RECEIVED. JUL 1 1905 Office of Supervising Architect.

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

2. Caption.—Insert the name of the public creditor (person, firm, or corporation, legibly written) on the first line, and quote the full title of the appropriation from which payment is to be made on the next line below. Do not confuse titles of special appropriations with descriptive titles of buildings. A building may be known as the "United States Custom-House, Baltimore, Md.," but its appropriation will read simply "Custom-House, Baltimore, Md." This feature is not involved in the annual appropriations. If uncertain as to the correct title of the appropriation, leave the line blank or write for instructions. Letters of authority, however, usually state the titles, and where this is the case they should be followed.

3. Body of voucher.—(*a*) In the first column give date of purchase or delivery of articles, or date of performance of service, or date upon which service has accrued for which payment is to be made. (*b*) Second column, state date of contract, thus: "Contract dated May 10, 1902;" date of acceptance of proposal, "Proposal accepted Sept. 26, 1902;" or date of Department letter authorizing the expenditure, "Authorized June 22, 1902." (The date of acceptance of proposal here referred to relates to proposals accepted only by the Department. An expenditure under a proposal not so accepted is considered as "Authorized.") If an emergency expenditure, unauthorized, leave the column blank. (*c*) Third column, describe the articles received or the service performed, or give a brief synopsis of work done, following the letter of authority, if any. State unit of price also, wherever practicable. (*d*) Fourth column, enter the amount as extended, and total the column if more than one item.

4. Title of building.—State the title of the building on the line designated for that purpose, following it with the name of the city and State in which located. The attention of Custodians is particularly called to this requirement, as its absence, in conjunction with other informalities, frequently renders identification of vouchers difficult, and causes delay in settlements.

5. Certificate.—The proper officer, charged with the duty of certification, must sign on the first line, followed by his official title on the second line. Vouchers received at the Department without certification will be returned. The approval blank, for the signature of the Assistant Secretary, is for use only when the voucher is paid at the Department.

6. Receipt.—When forwarded to the Department for payment, fill in the receipt on the appropriate line, also the scroll, with the amount called for by the voucher, but leave the date line and line for disbursing officer's name blank. Be sure that the amount in the receipt accords with that given in the voucher. The signature to the receipt should be made by the person, firm (by a member of the firm), or corporation (through its proper officer) in whose favor the voucher is issued. Signatures of public creditors should correspond with the names as written in the caption. When paid by a local Disbursing Agent, be guided by the instructions contained in paragraphs 16 and 17.

7. Briefing.—The briefing on the back must be properly filled out before the voucher is transmitted to the Department. Whether as a separate voucher forwarded for payment—in which case the number only is left blank—or as a voucher included in the abstract of a Disbursing Agent, this requirement must be adhered to. If the appropriation is unknown, as might be the case with an emergency expenditure, this portion of the brief may be left blank.

8. Letters of transmittal.—Accompany all vouchers sent to the Department for payment—chargeable to appropriations under the control of the Supervising Architect—with letters of transmittal. Such letters should describe briefly the work done or services rendered, and whether satisfactorily completed or performed; if for articles or supplies, whether received in good condition; and if for personal services of officers or employees, a brief descriptive reference to the service charged for and the period it covers. This requirement does not affect Disbursing Agents, whose monthly accounts are forwarded without letters.

9. Itemization.—(*a*) Unless issued under a contract or accepted proposal on file at the Department, or under a proposal accepted by a Custodian or other officer by authority from the Department, vouchers must be itemized—indicating the labor, material, and articles supplied, and the unit of price. (*b*) When issued under a proposal accepted by a Custodian or other officer, a copy of the proposal must accompany the voucher.

10. Freight, telegrams, etc.—(*a*) Freight and express charges will not be allowed unless sustained by the receipts of the transportation companies. (*b*) Charges for telegraphic service must be accompanied with copies of the telegrams; or the names of places from and to which sent, and the number of words must be stated on the voucher. (*c*) Bills for freight over land-grant or bond-aided railroads must not be paid, but should be referred to the Department for adjustment.

11. Correction of errors.—Errors in computation or extension, in stating dates of contracts, proposals, and authorizations, and the omission of signatures from certificates and receipts, should be carefully guarded against. When vouchers are returned for correction, and the amount in the receipt is increased as a result of such correction, issue new vouchers. A voucher may be reduced in amount by correction on its face, but can not be so increased.

12. Additions and deductions.—All acceptances by the Department, involving additions to or deductions from formal contracts or accepted proposals, and all revocations of prior acceptances, must be taken up in chronological order, in all vouchers issued on account of such contracts or proposals. Items of this character affect the amount of the retained percentages and the payments to be made, and cannot properly be omitted. Attention is particularly called to the requirements of this paragraph.

13. Division under appropriations.—In vouchers issued under contracts or accepted proposals involving a charge against two or more appropriations, the contract or proposal must be taken up as a whole for each appropriation, and separate vouchers rendered under each head, deducting from the amount of the contract or proposal, in each voucher, the sum or sums properly chargeable to the other items of appropriations. In this manner the contract or proposal is divided under its respective heads, and the different vouchers can be identified one with the other, and settlement facilitated.

14. Final settlements.—Vouchers in final settlement of contracts under bond must not be issued without prior authority from the Department. Such settlements may involve the imposition of a penalty, the determination of which rests with the Secretary of the Treasury. Accepted proposals, whose terms may provide a penalty for delay in execution of work, should be similarly treated. The completion of work under such contracts or accepted proposals should be promptly reported to the Department, with a statement of account and a full explanation of the causes of delay, if any, reference being made in detail to any loss or damage sustained by the United States as a result of such delay.

15. Contingent force.—Vouchers will be issued separately for the services of clerks, watchmen, carpenters, plumbers, machinists, laborers, etc., and must have the date of the oath of office stated thereon, in the second column, immediately following the quoted authorization, thus. "Authorized June 10, 1902. Oath June 16, 1902." (The date of expiration of temporary and probationary appointments of this class of employees should be borne carefully in mind, to avoid disallowances.) Extra service performed on Sundays or otherwise, by per diem employees, for which charge is made, must be specifically referred to on the face of the voucher, or it will not be allowed.

16. Superintendents of construction.—When issuing vouchers for presentation to a Disbursing Agent for payment, Superintendents must see that they are filled out and complete in every particular, excepting only the date of payment in the receipt, the check-legend at bottom of voucher, and the number on the back. The Superintendent's series of numbers will be made on the face of the voucher, in the upper right-hand corner, in continuous sequence, from the beginning of the work to its close. Vouchers for his own compensation must have stated thereon, in the second column, immediately following the quoted authorization, the date of the oath of office and of his assignment to duty, thus: "Authorized Sept. 12, 1902. Oath Sept. 16, 1902. Assigned Sept. 20, 1902." This paragraph applies also to Foremen of Construction and Superintendents of Repairs.

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18. Architects—Tarsney Act.—Architects in charge of construction are required to prepare and certify vouchers, in payment for work done under their local supervision, in accordance with the regulations and rules of the Department as to form and execution. They will be governed, therefore, in the preparation of vouchers, by the foregoing directions. Their form of certification should be as follows, written or stamped on the face of the voucher, and signed by them as architects: "Certified as to correctness and value of service performed, and approved for payment in the amount stated, viz., $....." The printed certificate on the voucher is for the signature of the Superintendent of Construction, who acts as the representative of the Department.

19. Sample vouchers.—Vouchers, combined in sets, embracing the salient features of the foregoing directions as to form and execution, have been prepared as samples for distribution to those charged with the duty of preparing, certifying, and issuing vouchers, and will be furnished upon request where not already supplied. These forms embrace the methods of accounting most frequently met with in the preparation of vouchers covering the various classes of expenditures under the control of the Supervising Architect, and a reference to them as a guide, when issuing vouchers, will save time and avoid much unnecessary correspondence.

TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States,

To James Cramer, Dr.

"Mint Building, Denver, Colo"
(Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars.	Cts.
1905 April 28	Proposal accepted March 16, 1905,	Reinforcing vault, first floor, in Weigh Clerk's room	175	00

The enclosed Check is in payment of original of this Voucher. This duplicate to be retained by Custodian.

OKA

BUILDING: U. S. Mint, LOCATION: Denver, Colo.

I CERTIFY that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

APPROVED:

Frank M. Downer
Custodian

Assistant Secretary.

OK.

RECEIVED at Washington, D. C. this day of May, 1905 from Geo. A. Bartlett, Disbursing Clerk, the sum of One hundred and seventy five ~~~~~~~~ x/100 Dollars, in full payment of the above account.

(SIGNED DUPLICATE) James Cramer

$175.00

Paid by check No. , dated , 190 , drawn on , payable to the order of payee as per caption.

2—2014

MAY 18 1905

DUPLICATE

Voucher No. .....

APPROPRIATION:

Mint Building,

Denver, Colo.

VOUCHER IN FAVOR OF

James Cramer

* April 28th, 1905

Amount, $175.00

TREASURY DEPARTMENT,
RECEIVED.
MAY 2 1905
Office of Supervising Architect.

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

2. Caption.—Insert the name of the public creditor (person, firm, or corporation, legibly written) on the first line, and quote the full title of the appropriation from which payment is to be made on the next line below. Do not confuse titles of special appropriations with descriptive titles of buildings. A building may be known as the "United States Custom-House, Baltimore, Md.," but its appropriation will read simply "Custom-House, Baltimore, Md." This feature is not involved in the annual appropriations. If uncertain as to the correct title of the appropriation, leave the line blank or write for instructions. Letters of authority, however, usually state the titles, and where this is the case they should be followed.

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4. Title of building.—State the title of the building on the line designated for that purpose, following it with the name of the city and State in which located. The attention of Custodians is particularly called to this requirement, as its absence, in conjunction with other informalities, frequently renders identification of vouchers difficult, and causes delay in settlements.

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15. Contingent force.—Vouchers will be issued separately for the services of clerks, watchmen, carpenters, plumbers, machinists, laborers, etc., and must have the date of the oath of office stated thereon, in the second column, immediately following the quoted authorization, thus. "Authorized June 10, 1902. Oath June 16, 1902." (The date of expiration of temporary and probationary appointments of this class of employees should be borne carefully in mind, to avoid disallowances.) Extra service performed on Sundays or otherwise, by per diem employees, for which charge is made, must be specifically referred to on the face of the voucher, or it will not be allowed.

16. Superintendents of construction.—When issuing vouchers for presentation to a Disbursing Agent for payment, Superintendents must see that they are filled out and complete in every particular, excepting only the date of payment in the receipt, the check-legend at bottom of voucher, and the number on the back. The Superintendent's series of numbers will be made on the face of the voucher, in the upper right-hand corner, in continuous sequence, from the beginning of the work to its close. Vouchers for his own compensation must have stated thereon, in the second column, immediately following the quoted authorization, the date of the oath of office and of his assignment to duty, thus: "Authorized Sept. 12, 1902. Oath Sept. 16, 1902. Assigned Sept. 20, 1902." This paragraph applies also to Foremen of Construction and Superintendents of Repairs.

17. Disbursing agents.—These officers will number their vouchers on the back, in monthly series, beginning each month with the first voucher paid (No. 1), and following this with the other vouchers in the order of payment. The blanks in the check-legend at the bottom of the voucher must be filled out by the Disbursing Agent, and his official signature written thereunder. He should also insert the date of payment in the receipt. He must make no disbursements of any kind until authorized to do so by the Department, and upon receiving such authority should be careful to observe that his payments are made in accordance therewith.

18. Architects—Tarsney Act.—Architects in charge of construction are required to prepare and certify vouchers, in payment for work done under their local supervision, in accordance with the regulations and rules of the Department as to form and execution. They will be governed, therefore, in the preparation of vouchers, by the foregoing directions. Their form of certification should be as follows, written or stamped on the face of the voucher, and signed by them as architects: "Certified as to correctness and value of service performed, and approved for payment in the amount stated, viz., $....." The printed certificate on the voucher is for the signature of the Superintendent of Construction, who acts as the representative of the Department.

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TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States,

To Mountain Electric Company, , Dr.

" ~~New Mint~~ Mint Building Denver, Colo "

(Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars.	Cts.
1905 March 9	Proposal accepted February 18, 1905.	Furnishing and mounting upon switchboard two 3 point ground detector switches	16	00

The enclosed Check is in payment of original of this Voucher, This duplicate to be retained by Custodian.

BUILDING: U. S. Mint LOCATION: Denver, Colo.

I CERTIFY that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

APPROVED:

Frank W. Downs
Custodian

Assistant Secretary.

RECEIVED at , *this* day of March, 1905 O.H.

from Cobbs, *Disbursing* Clerk, *the sum of*

Sixteen x/100 *Dollars,*

in full payment of the above account.

(SIGNED IN DUPLICATE.) E. A. Rainous
Supt Mt Electric Co

$16 00

Paid by check No. , *dated* , 190 , *drawn on*

, *payable to the order of payee as per caption.*

MAR 15 1905

2—2014

DUPLICATE

Voucher No. .....

APPROPRIATION:

New Mint, Denver, Col.

VOUCHER IN FAVOR OF

Mountain Electric Company

Denver, Colo.

* March 9, 1905

Amount, $16.00

TREASURY DEPARTMENT
RECEIVED.
MAR 13 1905
Office of Supervising Architect.

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

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4. Title of building.—State the title of the building on the line designated for that purpose, following it with the name of the city and State in which located. The attention of Custodians is particularly called to this requirement, as its absence, in conjunction with other informalities, frequently renders identification of vouchers difficult, and causes delay in settlements.

5. Certificate.—The proper officer, charged with the duty of certification, must sign on the first line, followed by his official title on the second line. Vouchers received at the Department without certification will be returned. The approval blank, for the signature of the Assistant Secretary, is for use only when the voucher is paid at the Department.

6. Receipt.—When forwarded to the Department for payment, fill in the receipt on the appropriate line, also the scroll, with the amount called for by the voucher, but leave the date line and line for disbursing officer's name blank. Be sure that the amount in the receipt accords with that given in the voucher. The signature to the receipt should be made by the person, firm (by a member of the firm), or corporation (through its proper officer) in whose favor the voucher is issued. Signatures of public creditors should correspond with the names as written in the caption. When paid by a local Disbursing Agent, be guided by the instructions contained in paragraphs 16 and 17.

7. Briefing.—The briefing on the back must be properly filled out before the voucher is transmitted to the Department. Whether as a separate voucher forwarded for payment—in which case the number only is left blank—or as a voucher included in the abstract of a Disbursing Agent, this requirement must be adhered to. If the appropriation is unknown, as might be the case with an emergency expenditure, this portion of the brief may be left blank.

8. Letters of transmittal.—Accompany all vouchers sent to the Department for payment—chargeable to appropriations under the control of the Supervising Architect—with letters of transmittal. Such letters should describe briefly the work done or services rendered, and whether satisfactorily completed or performed; if for articles or supplies, whether received in good condition; and if for personal services of officers or employees, a brief descriptive reference to the service charged for and the period it covers. This requirement does not affect Disbursing Agents, whose monthly accounts are forwarded without letters.

9. Itemization.—(*a*) Unless issued under a contract or accepted proposal on file at the Department, or under a proposal accepted by a Custodian or other officer by authority from the Department, vouchers must be itemized—indicating the labor, material, and articles supplied, and the unit of price. (*b*) When issued under a proposal accepted by a Custodian or other officer, a copy of the proposal must accompany the voucher.

10. Freight, telegrams, etc.—(*a*) Freight and express charges will not be allowed unless sustained by the receipts of the transportation companies. (*b*) Charges for telegraphic service must be accompanied with copies of the telegrams; or the names of places from and to which sent, and the number of words must be stated on the voucher. (*c*) Bills for freight over land-grant or bond-aided railroads must not be paid, but should be referred to the Department for adjustment.

11. Correction of errors.—Errors in computation or extension, in stating dates of contracts, proposals, and authorizations, and the omission of signatures from certificates and receipts, should be carefully guarded against. When vouchers are returned for correction, and the amount in the receipt is increased as a result of such correction, issue new vouchers. A voucher may be reduced in amount by correction on its face, but can not be so increased.

12. Additions and deductions.—All acceptances by the Department, involving additions to or deductions from formal contracts or accepted proposals, and all revocations of prior acceptances, must be taken up in chronological order, in all vouchers issued on account of such contracts or proposals. Items of this character affect the amount of the retained percentages and the payments to be made, and cannot properly be omitted. Attention is particularly called to the requirements of this paragraph.

13. Division under appropriations.—In vouchers issued under contracts or accepted proposals involving a charge against two or more appropriations, the contract or proposal must be taken up as a whole for each appropriation, and separate vouchers rendered under each head, deducting from the amount of the contract or proposal, in each voucher, the sum or sums properly chargeable to the other items of appropriations In this manner the contract or proposal is divided under its respective heads, and the different vouchers can be identified one with the other, and settlement facilitated.

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15. Contingent force.—Vouchers will be issued separately for the services of clerks, watchmen, carpenters, plumbers, machinists, laborers, etc., and must have the date of the oath of office stated thereon, in the second column, immediately following the quoted authorization, thus. "Authorized June 10, 1902. Oath June 16, 1902." (The date of expiration of temporary and probationary appointments of this class of employees should be borne carefully in mind, to avoid disallowances.) Extra service performed on Sundays or otherwise, by per diem employees, for which charge is made, must be specifically referred to on the face of the voucher, or it will not be allowed.

16. Superintendents of construction.—When issuing vouchers for presentation to a Disbursing Agent for payment, Superintendents must see that they are filled out and complete in every particular, excepting only the date of payment in the receipt, the check-legend at bottom of voucher, and the number on the back. The Superintendent's series of numbers will be made on the face of the voucher, in the upper right-hand corner, in continuous sequence, from the beginning of the work to its close. Vouchers for his own compensation must have stated thereon, in the second column, immediately following the quoted authorization, the date of the oath of office and of his assignment to duty, thus: "Authorized Sept. 12, 1902. Oath Sept. 16, 1902. Assigned Sept. 20, 1902." This paragraph applies also to Foremen of Construction and Superintendents of Repairs.

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18. Architects—Tarsney Act.—Architects in charge of construction are required to prepare and certify vouchers, in payment for work done under their local supervision, in accordance with the regulations and rules of the Department as to form and execution. They will be governed, therefore, in the preparation of vouchers, by the foregoing directions Their form of certification should be as follows, written or stamped on the face of the voucher, and signed by them as architects: "Certified as to correctness and value of service performed, and approved for payment in the amount stated, viz., $....." The printed certificate on the voucher is for the signature of the Superintendent of Construction, who acts as the representative of the Department.

19. Sample vouchers.—Vouchers, combined in sets, embracing the salient features of the foregoing directions as to form and execution, have been prepared as samples for distribution to those charged with the duty of preparing, certifying, and issuing vouchers, and will be furnished upon request where not already supplied. These forms embrace the methods of accounting most frequently met with in the preparation of vouchers covering the various classes of expenditures under the control of the Supervising Architect, and a reference to them as a guide, when issuing vouchers, will save time and avoid much unnecessary correspondence.

TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States,
To The Dillon Iron Works Co., Dr.
Mint Building, Denver, Colo.
(Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars.	Cts.
1905 March 18	Proposal accepted Feb. 6. 1905.	For two fixed and one hinged iron grilles over area windows at east end of building	112	50
		The enclosed Check is in payment of original of this Voucher, This duplicate to be retained by Custodian.		

BUILDING: U. S. Mint LOCATION: Denver, Colo.

I CERTIFY that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

APPROVED:

Frank W. Downer
Custodian

Assistant Secretary.

O.K.

RECEIVED at Washington, D. C., this day of March, 1905 from Thomas J. Hobbs, Disbursing Clerk, the sum of One hundred and twelve 50/100 Dollars, in full payment of the above account.

(SIGNED IN DUPLICATE.) The Dillon Iron Works Co.
F. W. Dillon Pres.

$112 50

Paid by check No. , dated , 190 , drawn on , payable to the order of payee as per caption.

2—2014

APR - 1 1905

DUPLICATE

Voucher No. .....

APPROPRIATION:

Mint Building

Denver, Colo.

VOUCHER IN FAVOR OF

The Dillon Iron Works Co

Denver, Colo

* March 18, 1905

Amount, $112 50

TREASURY DEPARTMENT,
RECEIVED.
MAR 21 1905
Office of Supervising Architect.

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

2. Caption.—Insert the name of the public creditor (person, firm, or corporation, legibly written) on the first line, and quote the full title of the appropriation from which payment is to be made on the next line below. Do not confuse titles of special appropriations with descriptive titles of buildings. A building may be known as the "United States Custom-House, Baltimore, Md.," but its appropriation will read simply "Custom-House, Baltimore, Md." This feature is not involved in the annual appropriations. If uncertain as to the correct title of the appropriation, leave the line blank or write for instructions. Letters of authority, however, usually state the titles, and where this is the case they should be followed.

3. Body of voucher.—(*a*) In the first column give date of purchase or delivery of articles, or date of performance of service, or date upon which service has accrued for which payment is to be made. (*b*) Second column, state date of contract, thus: "Contract dated May 10, 1902;" date of acceptance of proposal, "Proposal accepted Sept. 26, 1902;" or date of Department letter authorizing the expenditure, "Authorized June 22, 1902." (The date of acceptance of proposal here referred to relates to proposals accepted only by the Department. An expenditure under a proposal not so accepted is considered as "Authorized.") If an emergency expenditure, unauthorized, leave the column blank. (*c*) Third column, describe the articles received or the service performed, or give a brief synopsis of work done, following the letter of authority, if any. State unit of price also, wherever practicable. (*d*) Fourth column, enter the amount as extended, and total the column if more than one item.

4. Title of building.—State the title of the building on the line designated for that purpose, following it with the name of the city and State in which located. The attention of Custodians is particularly called to this requirement, as its absence, in conjunction with other informalities, frequently renders identification of vouchers difficult, and causes delay in settlements.

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16. Superintendents of construction.—When issuing vouchers for presentation to a Disbursing Agent for payment, Superintendents must see that they are filled out and complete in every particular, excepting only the date of payment in the receipt, the check-legend at bottom of voucher, and the number on the back. The Superintendent's series of numbers will be made on the face of the voucher, in the upper right-hand corner, in continuous sequence, from the beginning of the work to its close. Vouchers for his own compensation must have stated thereon, in the second column, immediately following the quoted authorization, the date of the oath of office and of his assignment to duty, thus: "Authorized Sept. 12, 1902. Oath Sept. 16, 1902. Assigned Sept. 20, 1902." This paragraph applies also to Foremen of Construction and Superintendents of Repairs.

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19. Sample vouchers.—Vouchers, combined in sets, embracing the salient features of the foregoing directions as to form and execution, have been prepared as samples for distribution to those charged with the duty of preparing, certifying, and issuing vouchers, and will be furnished upon request where not already supplied. These forms embrace the methods of accounting most frequently met with in the preparation of vouchers covering the various classes of expenditures under the control of the Supervising Architect, and a reference to them as a guide, when issuing vouchers, will save time and avoid much unnecessary correspondence.

3720 Milwaukee St.
Denver, Colo.

TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States,
To John B. Lanyon, Dr.
" Mint Building, Denver, Colo. "
(Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars.	Cts.
1905 Feb. 2	Proposal accepted January 28. 1905.	Repairs to damaged plastering in engine room.	12	00.

The enclosed Check is in payment of original of this Voucher, This duplicate to be retained by Custodian.

OK

BUILDING: U. S. Mint LOCATION: Denver, Colo.

I CERTIFY that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

APPROVED:

Frank W. Downer
Custodian

Assistant Secretary.

O.K.

RECEIVED at ....., *this* ..... *day of* ....., *190*..

from ....., *Disbursing* ....., *the sum of*

Twelve ..... x/100 *Dollars,*

in full payment of the above account.

(SIGNED IN DUPLICATE:) John B Lanyon

$12.00

Paid by check No. 99275, *dated* Feb. 16, *1905, drawn on* Assist. Treasurer U.S. New York, *payable to the order of payee as per caption.*

2—2014

FEB - 9 1905

DUPLICATE

Voucher No. .....

APPROPRIATION:

Mint Building

Denver, Colo.

VOUCHER IN FAVOR OF

John B. Lanyon

Denver, Colo.

* February 2, 1905

Amount, $12 00

TREASURY DEPARTMENT
RECEIVED.
FEB 7 1905
Office of Supervising Architect.

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

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TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States,
To A. Faith & Company, , Dr.
" Mint Building, Denver, Colo. "
(Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars.	Cts.
1904 Dec. 20	Contract dated August 9. 1902	Mechanical Equipment (except engines and generators)	126,800	00
		Deduct for New Machinery, Aug. 9. 1902	38,305	00
			88,495	00
		Proposal accepted Feb. 3. 1903, $192.		
		" " " " " 98.		
		" " June 1 " 550.		
		" " July 9. " 42.		
		" " " 17. " 34.		
		" " " 18. " 118.		
		" " " " " 283.		
		" " Sept. 19 " 50.		
		" " " " " 60.		
		" " " 24 " 332.		
		" " Oct. 29 " 50.		
		" " Feb. 10. 1904, 132.	1,941	00
			90,436	00

The enclosed Check is in payment of original of this Voucher, This duplicate to be retained by Custodian.

Voucher No......

APPROPRIATION:

.....

.....

VOUCHER IN FAVOR OF

.....

.....

....., 190....

Amount, $.....

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expe ditures on account of appropriations under the control of the Supervisin Architect, except traveling expenses. Where an account is too large to l stated on one form, use additional forms, fastening them together in th upper left-hand corner, and carrying the footings forward from the botto of one form to the top of another. Fill out the certificate and receipt on th last form only, and tear off the unused portions (certificate and receipt) the preceding forms. This makes a continuous voucher from the captio to the signature. Vouchers of officers or employees, covering a reimburs ment for minor expenditures incurred, must be accompanied with receipte bills. Vouchers are made out in duplicate.

2. Caption.—Insert the name of the public creditor (person, firm, corporation, legibly written) on the first line, and quote the full title of th appropriation from which payment is to be made on the next line below Do not confuse titles of special appropriations with descriptive titles buildings. A building may be known as the "United States Custom-Hous Baltimore, Md.," but its appropriation will read simply "Custom-Hous Baltimore, Md." This feature is not involved in the annual appropriation If uncertain as to the correct title of the appropriation, leave the line blan or write for instructions. Letters of authority, however, usually state th titles, and where this is the case they should be followed.

3. Body of voucher.—(*a*) In the first column give date of purchas or delivery of articles, or date of performance of service, or date upon whic service has accrued for which payment is to be made. (*b*) Second colum state date of contract, thus: "Contract dated May 10, 1902;" date acceptance of proposal, "Proposal accepted Sept. 26, 1902;" or date Department letter authorizing the expenditure, "Authorized June 22, 1902. (The date of acceptance of proposal here referred to relates to proposal accepted only by the Department. An expenditure under a proposal not s accepted is considered as "Authorized.") If an emergency expenditur unauthorized, leave the column blank. (*c*) Third column, describe th articles received or the service performed, or give a brief synopsis of wor done, following the letter of authority, if any. State unit of price als wherever practicable. (*d*) Fourth column, enter the amount as extended and total the column if more than one item.

4. Title of building.—State the title of the building on the lin designated for that purpose, following it with the name of the city an State in which located. The attention of Custodians is particularly calle to this requirement, as its absence, in conjunction with other informalities frequently renders identification of vouchers difficult, and causes delay i settlements.

5. Certificate.—The proper officer, charged with the duty of certifica tion, must sign on the first line, followed by his official title on the secon line. Vouchers received at the Department without certification will b returned. The approval blank, for the signature of the Assistant Secretary is for use only when the voucher is paid at the Department.

6. Receipt.—When forwarded to the Department for payment, fill i the receipt on the appropriate line, also the scroll, with the amount calle for by the voucher, but leave the date line and line for disbursing officer' name blank. Be sure that the amount in the receipt accords with tha given in the voucher. The signature to the receipt should be made by th person, firm (by a member of the firm), or corporation (through its prope officer) in whose favor the voucher is issued. Signatures of public creditor should correspond with the names as written in the caption. When pai by a local Disbursing Agent, be guided by the instructions contained i paragraphs 16 and 17.

7. Briefing.—The briefing on the back must be properly filled out be fore the voucher is transmitted to the Department. Whether as a separat voucher forwarded for payment—in which case the number only is lef blank—or as a voucher included in the abstract of a Disbursing Agent, thi requirement must be adhered to. If the appropriation is unknown, a might be the case with an emergency expenditure, this portion of the brie may be left blank.

8. Letters of transmittal.—Accompany all vouchers sent to th Department for payment—chargeable to appropriations under the control o the Supervising Architect—with letters of transmittal. Such letters shoul describe briefly the work done or services rendered, and whether satisfac torily completed or performed; if for articles or supplies, whether receive in good condition; and if for personal services of officers or employees, brief descriptive reference to the service charged for and the period it covers This requirement does not affect Disbursing Agents, whose monthly account are forwarded without letters.

9. Itemization.—(*a*) Unless issued under a contract or accepted pro posal on file at the Department, or under a proposal accepted by a Custodia or other officer by authority from the Department, vouchers must be item ized—indicating the labor, material, and articles supplied, and the unit o price. (*b*) When issued under a proposal accepted by a Custodian or othe officer, a copy of the proposal must accompany the voucher.

10. Freight, telegrams, etc.—(*a*) Freight and express charges wil not be allowed unless sustained by the receipts of the transportation com panies. (*b*) Charges for telegraphic service must be accompanied with copies of the telegrams; or the names of places from and to which sent, an the number of words must be stated on the voucher. (*c*) Bills for freigh over land-grant or bond-aided railroads must not be paid, but should b referred to the Department for adjustment.

TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States,
To S. Faith & Company, , Dr.
" Mint Building, Denver, Colo. "
(Appropriation.)

DATE.		AUTHORITY.	ARTICLES, SERVICES, OR WORK.		AMOUNT. Dollars.	Cts.
1904						
Dec.	20		Amount brought forward		90,436	00
			Proposal accepted Feb. 13, 1904,	$67.		
			" " March 1. "	80.		
			" " " 19. "	29.		
			" " April 14. "	20.		
			" " " 27 "	87.		
			" " May 4, "	315.		
			" " " 11, "	21.		
			" " July 2, "	30.		
			" " " 25. "	450.		
			" " Oct. 6	25.		
			" " " 10.	207.	1,331	00
					91,767	00
			Deduction, Oct. 10. 1902.	30.		
			" May 1, 1903,	100.		
			" Jan. 15, 1904,	20	150	
					91,617	00

Voucher No......

APPROPRIATION:

.....

.....

VOUCHER IN FAVOR OF

.....

.....

....., 190....

Amount, $.....

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expe ditures on account of appropriations under the control of the Supervisin Architect, except traveling expenses. Where an account is too large to b stated on one form, use additional forms, fastening them together in th upper left-hand corner, and carrying the footings forward from the botto of one form to the top of another. Fill out the certificate and receipt on th last form only, and tear off the unused portions (certificate and receipt) o the preceding forms. This makes a continuous voucher from the captio to the signature. Vouchers of officers or employees, covering a reimburse ment for minor expenditures incurred, must be accompanied with receipte bills. Vouchers are made out in duplicate.

2. Caption.—Insert the name of the public creditor (person, firm, o corporation, legibly written) on the first line, and quote the full title of th appropriation from which payment is to be made on the next line below Do not confuse titles of special appropriations with descriptive titles o buildings. A building may be known as the "United States Custom-House Baltimore, Md.," but its appropriation will read simply "Custom-House Baltimore, Md." This feature is not involved in the annual appropriations If uncertain as to the correct title of the appropriation, leave the line blan or write for instructions. Letters of authority, however, usually state th titles, and where this is the case they should be followed.

3. Body of voucher.—(*a*) In the first column give date of purchas or delivery of articles, or date of performance of service, or date upon whic service has accrued for which payment is to be made. (*b*) Second column state date of contract, thus: "Contract dated May 10, 1902;" date o acceptance of proposal, "Proposal accepted Sept. 26, 1902;" or date o Department letter authorizing the expenditure, "Authorized June 22, 1902." (The date of acceptance of proposal here referred to relates to proposal accepted only by the Department. An expenditure under a proposal not s accepted is considered as "Authorized.") If an emergency expenditure unauthorized, leave the column blank. (*c*) Third column, describe th articles received or the service performed, or give a brief synopsis of wor done, following the letter of authority, if any. State unit of price also wherever practicable. (*d*) Fourth column, enter the amount as extended and total the column if more than one item.

4. Title of building.—State the title of the building on the lin designated for that purpose, following it with the name of the city an State in which located. The attention of Custodians is particularly calle to this requirement, as its absence, in conjunction with other informalities frequently renders identification of vouchers difficult, and causes delay i settlements.

5. Certificate.—The proper officer, charged with the duty of certifica tion, must sign on the first line, followed by his official title on the secon line. Vouchers received at the Department without certification will b returned. The approval blank, for the signature of the Assistant Secretary is for use only when the voucher is paid at the Department.

6. Receipt.—When forwarded to the Department for payment, fill i the receipt on the appropriate line, also the scroll, with the amount calle for by the voucher, but leave the date line and line for disbursing officer' name blank. Be sure that the amount in the receipt accords with tha given in the voucher. The signature to the receipt should be made by th person, firm (by a member of the firm), or corporation (through its prope officer) in whose favor the voucher is issued. Signatures of public creditor should correspond with the names as written in the caption. When pai by a local Disbursing Agent, be guided by the instructions contained i paragraphs 16 and 17.

7. Briefing.—The briefing on the back must be properly filled out be fore the voucher is transmitted to the Department. Whether as a separat voucher forwarded for payment—in which case the number only is lef blank—or as a voucher included in the abstract of a Disbursing Agent, thi requirement must be adhered to. If the appropriation is unknown, a might be the case with an emergency expenditure, this portion of the brie may be left blank.

8. Letters of transmittal.—Accompany all vouchers sent to th Department for payment—chargeable to appropriations under the control o the Supervising Architect—with letters of transmittal. Such letters shoul describe briefly the work done or services rendered, and whether satisfac torily completed or performed; if for articles or supplies, whether receive in good condition; and if for personal services of officers or employees, brief descriptive reference to the service charged for and the period it covers This requirement does not affect Disbursing Agents, whose monthly account are forwarded without letters.

9. Itemization.—(*a*) Unless issued under a contract or accepted pro posal on file at the Department, or under a proposal accepted by a Custodia or other officer by authority from the Department, vouchers must be item ized—indicating the labor, material, and articles supplied, and the unit o price. (*b*) When issued under a proposal accepted by a Custodian or othe officer, a copy of the proposal must accompany the voucher.

10. Freight, telegrams, etc.—(*a*) Freight and express charges wil not be allowed unless sustained by the receipts of the transportation com panies. (*b*) Charges for telegraphic service must be accompanied wit copies of the telegrams; or the names of places from and to which sent, an the number of words must be stated on the voucher. (*c*) Bills for freigh over land-grant or bond-aided railroads must not be paid, but should b referred to the Department for adjustment.

TREASURY DEPARTMENT,
OFFICE OF SUPERVISING ARCHITECT.
Form 8600.

NOTE.—OBSERVE DIRECTIONS ON BACK.

The United States,
To S. Faith & Company, , Dr.
" Mint Building, Denver, Colo. "
(Appropriation.)

DATE.	AUTHORITY.	ARTICLES, SERVICES, OR WORK.	AMOUNT. Dollars.	Cts.
1904				
Dec. 20		Amount brought forward,	91,617	00
		Deduction, March 19, 1904, $11.		
		" June 21, " 1.50		
		" " 23, " 30,		
		" July 16, " 50.		
		" Aug. 23, 100.		
		" Dec. 6 " 25.		
		" " 12, " 22	239	50
			91,377	50
		Less 20% retained $ 18,275.50		
		" payments on acct. 71,914.	90,189	50
		Amount due —	1,188	00

BUILDING: U. S. Mint Building LOCATION: Denver, Colo.

I CERTIFY that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

APPROVED:

Frank M. Downer
Custodian

Assistant Secretary.

OK.

RECEIVED at , *this* *day of* , 190

from Bartlett — , *Disbursing* , *the sum of*

One thousand, one hundred & eighty eight — 00/100 Dollars,

in full payment of the above account.

(SIGNED IN DUPLICATE.) S. Faith & Co
Samuel Faith Member of firm

$1,188 00

Paid by check No. , *dated* , 190 , *drawn on*

, *payable to the order of payee as per caption.*

JAN 3 1905

2—2014

DUPLICATE

Voucher No......

APPROPRIATION:

Mint Building

Denver, Colo.

VOUCHER IN FAVOR OF

S. Faith & Company

Contractors

* December 20, 1904

Amount, $1,188.00

TREASURY DEPARTMENT,
RECEIVED.
DEC 24 1904
Office of Supervising Architect.

* Insert date as shown in first column of voucher. If more than one date is shown, use the latest one.

2—2014

DIRECTIONS.

1. Form and use.—This form of voucher will be used for all expenditures on account of appropriations under the control of the Supervising Architect, except traveling expenses. Where an account is too large to be stated on one form, use additional forms, fastening them together in the upper left-hand corner, and carrying the footings forward from the bottom of one form to the top of another. Fill out the certificate and receipt on the last form only, and tear off the unused portions (certificate and receipt) of the preceding forms. This makes a continuous voucher from the caption to the signature. Vouchers of officers or employees, covering a reimbursement for minor expenditures incurred, must be accompanied with receipted bills. Vouchers are made out in duplicate.

2. Caption.—Insert the name of the public creditor (person, firm, or corporation, legibly written) on the first line, and quote the full title of the appropriation from which payment is to be made on the next line below. Do not confuse titles of special appropriations with descriptive titles of buildings. A building may be known as the "United States Custom-House, Baltimore, Md.," but its appropriation will read simply "Custom-House, Baltimore, Md." This feature is not involved in the annual appropriations. If uncertain as to the correct title of the appropriation, leave the line blank or write for instructions. Letters of authority, however, usually state the titles, and where this is the case they should be followed.

3. Body of voucher.—(*a*) In the first column give date of purchase or delivery of articles, or date of performance of service, or date upon which service has accrued for which payment is to be made. (*b*) Second column, state date of contract, thus: "Contract dated May 10, 1902;" date of acceptance of proposal, "Proposal accepted Sept. 26, 1902;" or date of Department letter authorizing the expenditure, "Authorized June 22, 1902." (The date of acceptance of proposal here referred to relates to proposals accepted only by the Department. An expenditure under a proposal not so accepted is considered as "Authorized.") If an emergency expenditure, unauthorized, leave the column blank. (*c*) Third column, describe the articles received or the service performed, or give a brief synopsis of work done, following the letter of authority, if any. State unit of price also, wherever practicable. (*d*) Fourth column, enter the amount as extended, and total the column if more than one item.

4. Title of building.—State the title of the building on the line designated for that purpose, following it with the name of the city and State in which located. The attention of Custodians is particularly called to this requirement, as its absence, in conjunction with other informalities, frequently renders identification of vouchers difficult, and causes delay in settlements.

5. Certificate.—The proper officer, charged with the duty of certification, must sign on the first line, followed by his official title on the second line. Vouchers received at the Department without certification will be returned. The approval blank, for the signature of the Assistant Secretary, is for use only when the voucher is paid at the Department.

6. Receipt.—When forwarded to the Department for payment, fill in the receipt on the appropriate line, also the scroll, with the amount called for by the voucher, but leave the date line and line for disbursing officer's name blank. Be sure that the amount in the receipt accords with that given in the voucher. The signature to the receipt should be made by the person, firm (by a member of the firm), or corporation (through its proper officer) in whose favor the voucher is issued. Signatures of public creditors should correspond with the names as written in the caption. When paid by a local Disbursing Agent, be guided by the instructions contained in paragraphs 16 and 17.

7. Briefing.—The briefing on the back must be properly filled out before the voucher is transmitted to the Department. Whether as a separate voucher forwarded for payment—in which case the number only is left blank—or as a voucher included in the abstract of a Disbursing Agent, this requirement must be adhered to. If the appropriation is unknown, as might be the case with an emergency expenditure, this portion of the brief may be left blank.

8. Letters of transmittal.—Accompany all vouchers sent to the Department for payment—chargeable to appropriations under the control of the Supervising Architect—with letters of transmittal. Such letters should describe briefly the work done or services rendered, and whether satisfactorily completed or performed; if for articles or supplies, whether received in good condition; and if for personal services of officers or employees, a brief descriptive reference to the service charged for and the period it covers. This requirement does not affect Disbursing Agents, whose monthly accounts are forwarded without letters.

9. Itemization.—(*a*) Unless issued under a contract or accepted proposal on file at the Department, or under a proposal accepted by a Custodian or other officer by authority from the Department, vouchers must be itemized—indicating the labor, material, and articles supplied, and the unit of price. (*b*) When issued under a proposal accepted by a Custodian or other officer, a copy of the proposal must accompany the voucher.

10. Freight, telegrams, etc.—(*a*) Freight and express charges will not be allowed unless sustained by the receipts of the transportation companies. (*b*) Charges for telegraphic service must be accompanied with copies of the telegrams; or the names of places from and to which sent, and the number of words must be stated on the voucher. (*c*) Bills for freight over land-grant or bond-aided railroads must not be paid, but should be referred to the Department for adjustment.

11. Correction of errors.—Errors in computation or extension, in stating dates of contracts, proposals, and authorizations, and the omission of signatures from certificates and receipts, should be carefully guarded against. When vouchers are returned for correction, and the amount in the receipt is increased as a result of such correction, issue new vouchers. A voucher may be reduced in amount by correction on its face, but can not be so increased.

12. Additions and deductions.—All acceptances by the Department, involving additions to or deductions from formal contracts or accepted proposals, and all revocations of prior acceptances, must be taken up in chronological order, in all vouchers issued on account of such contracts or proposals. Items of this character affect the amount of the retained percentages and the payments to be made, and cannot properly be omitted. Attention is particularly called to the requirements of this paragraph.

13. Division under appropriations.—In vouchers issued under contracts or accepted proposals involving a charge against two or more appropriations, the contract or proposal must be taken up as a whole for each appropriation, and separate vouchers rendered under each head, deducting from the amount of the contract or proposal, in each voucher, the sum or sums properly chargeable to the other items of appropriations. In this manner the contract or proposal is divided under its respective heads, and the different vouchers can be identified one with the other, and settlement facilitated.

14. Final settlements.—Vouchers in final settlement of contracts under bond must not be issued without prior authority from the Department. Such settlements may involve the imposition of a penalty, the determination of which rests with the Secretary of the Treasury. Accepted proposals, whose terms may provide a penalty for delay in execution of work, should be similarly treated. The completion of work under such contracts or accepted proposals should be promptly reported to the Department, with a statement of account and a full explanation of the causes of delay, if any, reference being made in detail to any loss or damage sustained by the United States as a result of such delay.

15. Contingent force.—Vouchers will be issued separately for the services of clerks, watchmen, carpenters, plumbers, machinists, laborers, etc., and must have the date of the oath of office stated thereon, in the second column, immediately following the quoted authorization, thus. "Authorized June 10, 1902. Oath June 16, 1902." (The date of expiration of temporary and probationary appointments of this class of employees should be borne carefully in mind, to avoid disallowances.) Extra service performed on Sundays or otherwise, by per diem employees, for which charge is made, must be specifically referred to on the face of the voucher, or it will not be allowed.

16. Superintendents of construction.—When issuing vouchers for presentation to a Disbursing Agent for payment, Superintendents must see that they are filled out and complete in every particular, excepting only the date of payment in the receipt, the check-legend at bottom of voucher, and the number on the back. The Superintendent's series of numbers will be made on the face of the voucher, in the upper right-hand corner, in continuous sequence, from the beginning of the work to its close. Vouchers for his own compensation must have stated thereon, in the second column, immediately following the quoted authorization, the date of the oath of office and of his assignment to duty, thus: "Authorized Sept. 12, 1902. Oath Sept. 16, 1902. Assigned Sept. 20, 1902." This paragraph applies also to Foremen of Construction and Superintendents of Repairs.

17. Disbursing agents.—These officers will number their vouchers on the back, in monthly series, beginning each month with the first voucher paid (No. 1), and following this with the other vouchers in the order of payment. The blanks in the check-legend at the bottom of the voucher must be filled out by the Disbursing Agent, and his official signature written thereunder. He should also insert the date of payment in the receipt. He must make no disbursements of any kind until authorized to do so by the Department, and upon receiving such authority should be careful to observe that his payments are made in accordance therewith.

18. Architects—Tarsney Act.—Architects in charge of construction are required to prepare and certify vouchers, in payment for work done under their local supervision, in accordance with the regulations and rules of the Department as to form and execution. They will be governed, therefore, in the preparation of vouchers, by the foregoing directions. Their form of certification should be as follows, written or stamped on the face of the voucher, and signed by them as architects: "Certified as to correctness and value of service performed, and approved for payment in the amount stated, viz., $......" The printed certificate on the voucher is for the signature of the Superintendent of Construction, who acts as the representative of the Department.

19. Sample vouchers.—Vouchers, combined in sets, embracing the salient features of the foregoing directions as to form and execution, have been prepared as samples for distribution to those charged with the duty of preparing, certifying, and issuing vouchers, and will be furnished upon request where not already supplied. These forms embrace the methods of accounting most frequently met with in the preparation of vouchers covering the various classes of expenditures under the control of the Supervising Architect, and a reference to them as a guide, when issuing vouchers, will save time and avoid much unnecessary correspondence.

OFFICE OF DIRECTOR OF THE MINT

TREASURY DEPARTMENT

WASHINGTON June 10,1905.

25D

Scott Supply & Tool Co.,

Denver, Colorado.

Gentlemen:-

Your proposal, dated June 6,1905, the lower of two bids received, in amount $558.00, for furnishing and delivering at the U.S.Mint, Denver, Colorado, one 1-1/2" single head bolt cutter, fitted with General Electric semi-enclosed, shunt wound, variable speed, reversible motor and electrical starting and controlling apparatus as listed, is hereby accepted.

The machine is to be fitted with raw-hide pinions and to have all electrical apparatus mounted on machine and wired complete, ready to start in operation when connected with powerof the building. A complete set of wrenches, dies, nut taps and chucks are to be furnished with machine.

Respectfully,

Geo E Roberts

Director of the Mint.

FEH/H

TREASURY DEPARTMENT,

BUREAU OF THE MINT,

6/109 190

Director of the Mint.

SUBJECT:

Accepts Proposal of Pratt Supply & Tool Co. to furnish Mint single head bolt cutter

No. of Inclosures

Triplicate.

Rockwell Engineering Company,
Furnaces

26 CORTLANDT STREET.

New York, October 2, 1905.

Sold to Bureau of the Mint, Treasury Department,

Washington, D. C.

For account of U. S. Mint, Denver, Col.

To payment on account of contract of April 28, 1905, for furnace equipment for the United States Mint, Denver, Colo. ($30,170)	$10,000	00

Received Payment,

.....1905.

ROCKWELL ENGINEERING COMPANY

By J. J. Garrett

Treasurer.

Materials enumerated in letter of Rockwell Eng. Co., dated Oct. 2nd. - received O.K.'d. Payment approved as per letter - Director of the Mint, dated Oct 3/05.

10/23/05.

F. E. H.

Engineer in charge
Denver Mint Equipment.

ADDRESS ALL COMMUNICATIONS TO THE COMPANY.

Rockwell Engineering Company,
Furnaces
Fuel Oil Burning Appliances.

W. S. ROCKWELL, Pres't
GEO. C. OETERS, Vice Pres't
F. S. GARRETT, Sec. & Treas.

26 CORTLANDT STREET.

CABLE ADDRESS,
"ROCKFUR" NEW YORK.
A.B.C. CODE,
WESTERN UNION.

New York, October 2, 1905.

To the Director of the Mint,

Treasury Department,

Washington, D. C.

Sir:

Referring to the attached bill for a payment on account or our contract of April 28, 1905, for the Furnace Equipment of the U. S. Mint, Denver, Colorado, the terms of which contract specify that we are to receive 50% of the total contract price, of $15,085 upon delivery of materials, we beg to advise, that we have delivered all of the material, with the exception of the three Strip Annealing Furnaces and two Planchet Annealing Furnaces. These five furnaces represent a cost of $5150. We are, therefore, entitled- as per contract- to one-half of $25,020, or $12,510. In order not to trespass upon our rights, we are asking for only $10,000 on account, which amount we trust you will consider fair and just at the present time.

Thanking you in advance for any action you may take to enable us to promptly realize the amount of the bill rendered, we are,

Very respectfully,

ROCKWELL ENGINEERING CO.,

F. S. Garrett

Treasurer.

(Copy)

TREASURY DEPARTMENT,

BUREAU OF THE MINT,

Washington, October 3, 1905.

Mr. Frank M. Downer,

Superintendent, U.S.Mint,

Denver, Colorado.

Sir:-

I inclose herewith the account of the Rockwell Engineering Company, receipted in triplicate, for the sum of $10,000. on account of furnace equipment of the mint, the contract calling for a total payment of $30,170.00

Upon receipt of the materials enumerated in the letter of the Rockwell Engineering Co.,attached to the account enclosed,you are authorized to pay the sum of $10,000. on account.

Respectfully

(Signed)G.E.Roberts,

Director of the mint.

TREASURY DEPARTMENT,

BUREAU OF THE MINT,

Washington, October 3, 1905.

Mr. Frank E. Downer,

Superintendent, U.S.Mint,

Denver, Colorado.

Sir:-

I inclose herewith the account of the Rockwell Engineering Company, receipted in triplicate, for the sum of $10,000. on account of furnace equipment of the mint, the contract calling for a total payment of $30,170.00

Upon receipt of the materials enumerated in the letter of the Rockwell Engineering Co., attached to the account enclosed, you are authorized to pay the sum of $10,000. on account.

Respectfully

(Signed)G.E.Roberts,

Director of the mint.

Thomas E. Taylor
William Hunt
Rockwell

SPECIFICATIONS FOR FURNISHING AND INSTALLING

THE FURNACE EQUIPMENT OF THE U.S.MINT BUIDDING, DENVER, COLO.

++

The complete equipment, as shown on drawings and as hereinafter described, is to be furnished and installed complete and started in operation by the contractor.

As shown on the drawing, there will be eight furnaces in the melting room: these furnaces will be of a construction similar to the number ten furnace as installed at the U.S.Mint, Phila., Pa., and will be so designed that a #70 black lead crucible can be successfully used in same. In this melting room, as also in any room where there will be any stack work to build, the Government has built or will build all stack work. The furnaces will be installed by the contractor complete, with the exception of the above mentioned brick stack work.Referring to this type of furnace, known hereafter as a number 10, there will be one installed of this size in the deposit melting room and three of this size in the Refinery. There is therefore twelve (12) number ten furnaces to be furnished and installed complete and started in successful operation by the successful contractor.

Of the furnaces known as rotary planchet annealers, the Government now has one furnace of this type and of a suitable size at the Denver building; this furnace will be reconstructed, if the same can be done in a satisfactory manner, or new parts added so this furnace will be adapted for fuel oil burning. If in the opinion of the contractor it would be more advisable to build a new furnace rather than to repair the old furnace, the option is allowed the contractor to use his best judgement as regards guaranteed work; in total there must be two furnaces placed in successful operation by the contractorin the Whitening room. The design of this furnace equipment in the whitening room to be of approved construction , and of ample capacity to do the required work.

The Government now has one strip annealing furnace at the Denver building, similar to those used at the Phila. Mint. In the strip annealing room at the Denver institution, there is to be

three complete furnaces of the desired type and size installed. The same instructions apply to the old strip annealing furnace as was stated in regard to the old rotary furnace. It will be underst stood and agreed that three satisfactory furnaces will be installed and started in successful operation by the contractor. The furnaces of this type are to be built of a design satisfactory to the Director of the Mint and are to be fitted with all connections for the use of city gas, fuel oil, air and steam, complete.

In the deposit melting room, besides the number 10 melter , as listed above there willlbe installed and started in operation, the following furnaces:- One to hold a number 30 crucible, one to hold a number 20 crucible and one to hold a number 15 crucible; these furnaces to be of a design similar to those now in the Mint Service for like work, in all cases drawings as submitted will governthe construction of all work and must be approved before any work is started on same in the shops. In this deposit melting room the furnaces now in use are not to be discontinued as a whole, but so installed and fitted with piping that the work of the Mint shall not be interfered with . In this room all stack work has been built in place.

In the room marked blacksmith shop, there will be installed a furnace to be used for the burning of refuse matters, sweeps,etc. This furnace will be connected to the main melting stack flues and and be fitted with suitable hood work and so arranged that smoke will not enter room in which it is operated. Satisfactory drawings are to be submitted for this furnace.

In the Refinery, there will be installed, besides the number 10 furnaces, listed above, three(3) gold boiling furnaces, fitted with suitable pots, etc. and of a design similar to those now in use in the Mint Service. Size and design are to be approved.

In the machine shop there will be installed one block hardening furnace, of a size and design suitable for the machine shop work; drawings to be approved before construction. In the tool room of the machine shop, there will be installed two small tool furnaces

for annealing and tempering; to be of an approved size and design.

There will be furnish and installed, one double pumping system located as shown on the drawings, in the compressor room. The two oil stasage tanks now in place, are to be connected with pumping system; all drilling and tapping of tank manhole heads are to be done by the contractor, as also connectdgthe service feed pipe that leads from trap om sidewalk with tanks. The feed pipe as now installed terminates at the wall line of the tank room; all underground piping being laid. In running piping through walls, the finish of the rooms must be replaced in as good a manner as before cutting the walls or floors. All rubbish that has any connection with this contract must be cleaned up and removed from the building by the contractor.

All necessary blowers and motors, together with all necessary electrical controlling and starting devices, must be furnished and installed. The amount of air to be supplied to be of such volume that the equipment can be successfully operated thereon. Make, size and design of this apparatus to be approved before starting work on same. Steam connections are to be made at the point designated by the representative of the Government, preferably in the economizer room.

All piping to be of approved size and weights, with extra heavy fittings; all valves to be of all brass, of approved make and design. The piping for oil to be guaranteed tobe drip tight. The joints to be made up of litharge and glycerine and oil, for gas and red lead for steam.

In the strip annealing room all necessary metal hood work is to be furnished and installed by the contractor. This hood work must be insulated in a proper manner to keep the heat as much as possible out of the room: hoods to be connected with main boiler room stack.

It must be understood and agreed that the entire equipment is to be complete in all respects and that the contractor will instruct the employees of the Government in regard to the working of the same. In all cases drawings must be submitted for all work before starting same under construction or commencing work.

BUREAU OF THE MINT, TREASURY DEPARTMENT, WASHINGTON, D.C.

SPECIAL CONTRACT.

For furnishing, installing complete and starting in successful operation, the entire furnace equipment, at the U.S.Mint building, Denver, Colorado.

****

THIS AGREEMENT, made this 28th day of April, 1905, between The Rockwell Engineering Company a New York Corporation of the first part, and the UNITED STATES OF AMERICA, by George E. Roberts, Director of the Mint, Washington, D.C. of the second part.

WHEREAS:- The party of the first part in response to invitation of the Director of the Mint, made a proposal dated April 22, 1905, to furnish, deliver, install and start in successful operation the complete furnace equipment as shown on drawings ahd as stated in the specifications, for the sum of thirty thousand one hundred and seventy ($30,170.) dollars: said proposal and specifications being hereto attached and made part hereof as fully and completely as though recited herein in detail.

NOW THIS AGREEMENT WITNESSETH:- That the said party of the first part, their successors and assigns do hereby covenent, promise and agree to and with the said party of the second part to furnish, deliver, install and start in successful operation, the complete furnace equipment of the U.S.Mint at Denver, Colorado, in the said Mint building, in accordance with said specifications and proposal.

IT IS FURTHER AGREED:- That said furnace equipment as also all materials and work as covered by the specification or as considered necessary by the Government to put the entire plant of fuel oil burning apparatus in a satisfactory condition, shall be of the best material and character throughout, for the purpose intended, to be subject to the approval or disapproval of the Director of the Mint, after satisfactory trials and tests thereof: failing to receive the approval, the aforesaid furnace equipment will be promptly removed by the said party of the first part, without expense to the said party of the second part.

AND THE PARTY OF THE SECOND PART - covenents, promises and agrees in consideration of said party of the first part keeping and performing the above contenants, promises and agreements to the satisfaction of said Director of the Mint, to pay to the party of the first part the sum of thirty thousand one hundred and seventy ($30,170.) dollars, for said furnace equipment installed complete. The terms of payment to be - 50% upon delivery of materials at the building, 25% upon satisfactory test after entire plant has been installed and 25% sixty days after the date of official letter, in which the plant is acceppted as satisfactory.

IN WITNESS WHEREOF - we have hereunto set our hands and seals the day and year above written.

ROCKWELL ENGINEERING CO.

Executed in presence of:-

by W. S. Rockwell Pres.

1. J. Glanex
Witness.

Corporate name.

2. L. Jacobus.
Witness.

R. D. Preston
Witness.

as to

Geo. E. Roberts
Director of the Mint.

Approved:-

C. S. Keep
Assistant Secretary of the Treasury.

SUBJECT:- FURNACE EQUIPMENT, U.S.MINT, DENVER, COLORADO.

TREASURY DEPARTMENT,

BUREAU OF THE MINT, WASHINGTON, D.C.

Bond to accompany proposal and special contract for furnishing, delivering, installing and starting in successful operation, at the U.S.Mint building, Denver, Colorado, the entire furnace equipment together with all necessary materials, etc. as covered by the specifications for the same.

****

KNOW ALL MEN BY THESE PRESENTS - that the Rockwell Engineering Company(The members of the corporation being _____ _____;

LOCATED AT _____ _____, principals and _____ _____ _____,

as surity, are held and firmly bound unto the UNITED STATES OF AMERICA, in the sum of fifteen thousand ($15,000.00)dollars, to be paid as liquidated damages, for the payment of which, well and truly to be made to the UNITED STATES, we bind ourselves, our successors and assigns, jointly and severally by these presents.

SEALED - with our seals, and dated this day of , 1905.

WHEREAS, the said Rockwell Engineering Company, did by their contract of date, herewith and hereunto annexed, promise, covenent and agree to furnish, deliver and install at the U.S.Mint building, Denver, Colorado, the complete furnace equipment, in strict accordance with and conformity to the proposal, drawings and specifications, also hereunto annexed.

NOW THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that if the said Rockwell Engineering Company shall well and truly comply with all the terms and conditions of said contract so entered into and shall perform all the undertakings therein stipulated to be perfor-

med, then the above obligation to be void, otherwise to remain in full force and virtue.

IN WITNESS WHEREOF - the said _____

_____

have hereunto set their hands and seals and the said _____

_____

have hereunto affixed their seal, the day and year above written.

Executed in presence of:-

1. _____ _____
WITNESS. Corporation title.

2. _____ _____

_____
PRINCIPALS.

_____ as TO _____

_____ _____

SURETIES.

Rockwell
Furnace Contract

BUREAU OF THE MINT, TREASURY DEPARTMENT, WASHINGTON D. C.

Contract.

For furnishing and delivering at the United States Mint, Denver, Colo., one each coining presses of sizes and designs known as Nos. 11 and 19 that are now in use at the Mint of the United States, Philadelphia, Pa., complete with motors.

THIS AGREEMENT made this 27th day of May, 1908, between the Waterbury Farrel Foundry and Machine Company, Waterbury, Connecticut, of the first part, and the United States of America, by Frank A. Leach, Director of the Mint, Washington, D. C., of the second part.

Whereas:- The party of the first part in response to invitation of the Director of the Mint made proposal dated March 16, 1908, to build complete and deliver in the Mint of the United States at Denver, Colorado, two coining presses finished and ready for operation, at a total cost of five thousand dollars ($5,000.00). All conditions of specifications to hold good, and are hereto attached, and made part hereof as fully and completely as though recited in detail.

NOW THIS AGREEMENT WITNESSETH:- That said party of the first part their successors and assigns do hereby covenant, promise and agree to and with the said party of the second part to furnish and deliver in the Mint of the United States at Denver, Colorado, two complete coining presses finished and ready for operation, in accordance with proposal requirements.

AND THE PARTY OF THE SECOND PART:- covenants, promises and agrees in consideration of said party of the first part keeping and performing the above covenants, promises and agreements to the satisfaction of said Director of the Mint, to pay to the party of the first part the sum of five thousand dollars ($5,000.00) for said coining presses, in United States currency, in full payment therefor; payment to be made on this contract

as follows: 50 per cent of the contract price on the delivery of the presses by the contractors on the ground floor of the Mint building, Denver, Colorado; the balance sixty days after the final inspection tests and acceptance of the coining presses.

IN WITNESS WHEREOF:- We have hereunto set our hands and seals the day and year above written.

The Waterbury Farrel Foundry & Machine Co. Firm Title.
by David C. Griggs, Agt.

Executed in presence of

Member of Firm.

1. Joseph M. Schaeffer
Witness.

Member of Firm.

2. P. R. Birrell
Witness.

R. P. Preston as to Frank A. Leach
Director of the Mint.

Approved:

L. A. Coolidge
Assistant Secretary of the Treasury.

Contract for presses.

OFFICE OF DIRECTOR OF THE MINT

TREASURY DEPARTMENT

WASHINGTON June 12, 1908.

Superintendent, U. S. Mint,
Denver, Colorado.

Sir:

I enclose herewith triplicate of contract made by the Department with the Waterbury Farrel Foundry & Machine Company for furnishing and delivering to your Mint one each of coining presses, sizes and designs known as Nos. 11 and 19, now in use in the Mint at Philadelphia, complete with motors, for the sum of $5,000, duly approved by the Secretary of the Treasury. I also transmit you under separate cover blue prints showing the design of the presses. The original of the contract has been filed with the Auditor for the Treasury as required by law.

Respectfully,

R. B. Roberts

Acting Director of the Mint.

Enclosure.

TREASURY DEPARTMENT,

OFFICE OF THE DIRECTOR OF THE MINT.

6/12, 1907

Director of the Mint.

SUBJECT:

Enclg copy Contract with Waterbury Parrel & Foundry Co

Coin Purses

NO. OF INCLOSURES,

Duplicate.

Rockwell Engineering Company,

26 CORTLANDT STREET.

Proposal.

New York, Nov. 17, 1906.

Superintendent,
United States Mint,
Denver, Colo.

Dear Sir:

This proposal is submitted under the following conditions:

For immediate acceptance. If not accepted within ten days from its date it is not binding except at our option.

If accepted it cannot be countermanded except with our consent and upon such terms as will indemnify us against any loss.

The delivery and erection of material to be contingent upon strikes, fires or other causes beyond our control.

We hereby agree to furnish and deliver at the Mint Building, Denver, Colo., all iron work, special tiles, fire brick, oil burner and detailed construction drawing for one (1) Rockwell Melting Furnace No. M-406 for the sum of two hundred and seventy five dollars ($275.). Furnace suitable for #60 to #80 crucible.

Could make shipment in about ten days to two weeks from receipt of order.

Respectfully,

ROCKWELL ENGINEERING CO.

W. S. Rockwell
Prest.

Accepted...Nov. 14th.....1906.

.....

.....

Duplicate.

Rockwell Engineering Company,

26 CORTLANDT STREET.

Proposal.

New York, Nov. 17, 1906

Superintendent,
United States Mint,
Denver, Colo.

Dear Sir:

This proposal is submitted under the following conditions:

For immediate acceptance. If not accepted within ten days from its date it is not binding except at our option.

If accepted it cannot be countermanded except with our consent and upon such terms as will indemnify us against any loss.

The delivery and erection of material to be contingent upon strikes, fires or other causes beyond our control.

We hereby agree to furnish and deliver at the Mint Building, Denver, Colo., all the necessary material, complete and of first quality, including iron work, magnesia and fire bricks and fuel oil burner, and complete detail construction drawings for one (1) cupelling furnace No. M-752, as per prints herewith, for the sum of eleven hundred and twenty dollars ($1120.), it being understood that the Government will, at its expense, furnish the necessary labor and erect the furnace and piping and connecting flue to chimney and put it in operation.

When so constructed and operated we guarantee the proper operation of the furnace for the melting and refining of copper, as per your letter of July 10th 1906.

We agree to make shipment of the above specified material within six weeks from receipt of your order.

Respectfully,

ROCKWELL ENGINEERING CO.

W. D. Rockwell

Prest.

Accepted.....Dec. 14/.....1906.

.....

.....

ADDRESS ALL COMMUNICATIONS TO THE COMPANY.

Rockwell Engineering Company,
Furnaces
Fuel Oil Burning Appliances.

W. S. ROCKWELL, Pres't
GEO. C. OETERS, Vice Pres't
F. S. GARRETT, Sec. & Treas.

26 CORTLANDT STREET.

CABLE ADDRESS.
"ROCKFUR" NEW YORK.
A.B.C. CODE.
WESTERN UNION.

FSG/L

New York, Dec. 18, 1906

Superintendent,
U. S. Mint,
Denver, Colo.

Dear Sir:-

We beg to acknowledge receipt of your letter of 14th ordering the cupelling and melting furnaces as per our proposal of Nov. 17th.

We will put this work in hand immediately and make delivery at the earliest date possible.

Thanking you, we are,

Respectfully,

ROCKWELL ENGINEERING CO.

F. S. Garrett Secy.

TREASURY DEPARTMENT

WASHINGTON December 11, 1906.

Superintendent, U. S. Mint,
Denver, Colorado.

Sir:

Referring to your letter of the 1st instant, calling attention to the fact that the letter of this Bureau authorized the acceptance of the proposal of the Rockwell Engineering Company to furnish one cupelling furnace and one crucible melting furnace was based on the furnishing and installation of these furnaces, I would say that it was an error on the part of the office in making the acceptance of the proposal conditional upon the installation of the furnaces. You are, therefore, authorized to accept the proposal simply for furnishing the furnaces.

Respectfully,

Geo. E. Roberts

Director of the Mint.

Accepted 12/14/06

TREASURY DEPARTMENT,
BUREAU OF THE MINT,

_____, 190

Director of the Mint.

SUBJECT:

*No. of Inclosures*_____

911 Arch Street,

Philadelphia, Pa.

March 19,1906.

R. E. Preston,

Acting Director of the Mint,

Treasury Department,

Washington, D. C.

Sir:-

In reply to your favor of the 16th inst. respecting 12 Adjusting Balances, to be duplicates of Balances ordered under date of January 16,1905, and to conform to Specifications prepared by the Adjuster of Scales at the Mint of the United States, Denver, Colo., which state that:- "All agate bearings are to be ground and the groove polished on a V shaped form of copper or steel, of an angle of 105 deg. The end bearings to fit closely in the stirrups. All steel edges to be ground at the edge and points. The steel plates, holding the end edges, should at the point of contact with the edge, be of the same angle as the edge and must hold the end edge paralell with the center edge. The pointer should be provided with a gravity bob. Beams should be of hard rolled nickel aluminum. Stirrups to be carefully fitted into the yokes and shouldnot have more than 1/64" play. End edge must make contact with the end bearings at the four points at the same time. The Lever operating the Scale to be carefully fitted in its bearings." We beg to say that we will be pleased to furnish you with these Balances for the sum of Sixty ($60.00) Dollars each net, F. O. B. Mint of the U. S., Denver, Colo.

Each balance to be fitted with a Rubber Cover, and to be of the very best workmanship.

We will also be pleased to furnish you with one of our #7 Assay Balances, Gold plated, and of same design as furnished the Mint before, for the sum of One Hundred and Thirty Eight and 50/100 ($138.50) Dollars net, F. O. B. Mint of the United States, Denver, Colo. This Balance is complete with a set of weights running from 1 Platinum Gram down to 1/10 of a Milligram.

The above goods to be furnished at the earliest possible date, consistent with first class workmanship.

Hoping to be favored with your valued orders, which shall have our immediate attention, I beg to remain

Very respectfully,

Henry Bosenner

Dict. C. E. T.

OFFICE OF DIRECTOR OF THE MINT

TREASURY DEPARTMENT

WASHINGTON March 20, 1906.

Superintendent, U. S. Mint,
Denver, Colorado.

Sir:

I enclose herewith a copy of the letter of Mr. Henry Troemner, relative to adjusting and Assay balances desired for your Mint. You are respectfully informed that I have this day accepted the same, to be delivered to your Mint as early as consistent with good workmanship.

Respectfully,

R O Brother

Acting Director of the Mint.

TREASURY DEPARTMENT,

BUREAU OF THE MINT,

March 29, 1906

Director of the Mint.

SUBJECT:

Proposal accepted for 12 Assayers balances x Assay balance

Freeman & Co

No. of Inclosures

STOCKHOLDERS:
P. C. SCHAEFER, PREST.
JOE. A. SCHAEFER, SECY.
T. J. MORRISON, MGR.
GODFREY SCHIRMER,
CHAS. A. GEBHARD,
FRED WALSEN,
F. L. SIGEL.

The Schaefer Tent & Awning Co.

CAMP FURNITURE
HYDRAULIC HOSE
ORE SACKS
HORSE BLANKETS
DECORATIONS
TARPAULINS
FLAGS.

1421-1423 Larimer St.
PHONE MAIN 387.

Denver, Colo., July 11th, 1906.

Mr. F. M. Downer, Supt.,

U. S. Mint of Denver,

City,

Dear Sir:-

We propose to furnish the U. S. Mint of Denver with five thousand samll coin sacks, as per samples submitted us, for the sum of $13.00 per thousand.

Trust that we may receive your order.

Yours very truly,

The Schaefer Tent & Awning Co.

Per J. A. Schaefer

STOCKHOLDERS:
P. C. SCHAEFER, PREST.
JOE. A. SCHAEFER, SECY.
T. J. MORRISON, MGR.
GODFREY SCHIRMER,
CHAS. A. GEBHARD,
FRED WALSEN,
F. L. SIGEL.

The Schaefer Tent & Awning Co.

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HYDRAULIC HOSE
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Dear Sir:-

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Trust that we may receive your order.

Yours very truly,

The Schaefer Tent & Awning Co.

Per P. C. Schaefer

Duplicate

Schuffer
Lock & Dong Co.
7/11/86

Proposal to
furnish 7000
coil locks @
$13. per M.

Denver april 24th 1906

Mr F M Downer
Supt. U.S. Mint Denver

Dear Sir
I will agee to take charge of the Lawn at the Mint and water and cut and Trim Same whenever nessasery and will agree to furnish all Hose and Lawn Mowers or other Tools Required.
for the Sum of Fifty Dollars per month from the first of May ~~until the first of November~~ of the present year

H Williams

Accepted 4/24/06.

S. F. Williams
Apl. 24/06

Proposal to cure
the Howard Mink
farm — Evaporator;
accepted

THE NORTHERN COAL AND COKE COMPANY
RETAIL DEPARTMENT 835 SIXTEENTH ST.
USE HECLA COAL

TELEPHONE
MAIN 5000

CLEAN FUEL.

YARDS:
15TH AND DELGANY
ALASKA AND IDAHO

MINERS OF ANTHRACITE, BITUMINOUS AND LIGNITE COALS

J. R. CLINE, MANAGER

DENVER, COLO., Mar 22 1906

Frank M. Downer, Supt
Mint of the United States
Denver, Colo

Dear Sir:-

This to advise you that the contract for Five hundred tons Brookhead run of mine coal which was awarded to us Dec 22 1905, is almost completed, there being only about Fifty tons yet to be delivered.

Trusting we have given satisfaction and hoping to receive another contract, we are

Very truly Yours

THE NORTHERN COAL & COKE CO.
J. R. Cline
Manager Retail Dept.

Written 3/26/06

Denver, Colo. Mar 27 1905

Dear Sir:

This is advising you that the contract for this tonnage and quality of coal which was awarded to the Dec 27 1905, is almost completed, there being only about fifty tons yet to be delivered.

Anticipating an early opportunity of being favored with your contract, we are

Very truly yours

Mr. Wm. J. Wells
Mgr. Coal Department
Denver Tramway Co.
Denver, Colo.

Mar 27/05

MINT OF THE UNITED STATES AT DENVER,

OFFICE OF SUPERINTENDENT OF MACHINERY,

DENVER, COLO., March 24th,1906.

Mr.Frank M.Downer,

Superintendent United States Mint,

Denver, Colorado.

Sir:

I have to report that from January 4th to March 23rd,1906, inclusive, 391 tons of coal were used under the boilers of this institution, the amount of ash from this coal being 38.1 tons, or 9.7% of the weight of coal burned.

We are now burning about five tons of coal per day,and as there are fifty tons now here in storage,which would leave less than one hundred tons to be delivered, I respectfully recommend that action be taken in regard to entering into another contract for coal.

The above record of less than 10% ash in four hundred tons is extra good,and the coal which we now have has given the very best of satisfaction. For that reason and for the economical amount of ash given off,I would also recommend that the same grade and class of coal be purchased under the next contract if it is possible to do so,and the amount to be bought one thousand tons,as we ought to have at least two hundred tons in storage at all times.

Respectfully,

H. E. Healy,

Superintendent of Machinery.

Duplicate

OFFICE:
1523 WELTON STREET
TELEPHONE 368

William E. Russell,

DEALER IN

COKE **COAL** WOOD

CHARCOAL

YARDS:
FOURTH AND LARIMER STS.
TELEPHONE 368

Denver, Colo., March 28 1906

F. N. Downer Esq
Supt. U. S. Mint
Denver

Dear Sir,

I hereby propose to furnish to the U. S. Mint Building at Denver Five hundred tons of Broadhead Straight run of mine Coal for $3.55 per ton of 2000# delivered. I also propose to furnish to the U. S. Mint Building at Denver Five hundred tons of Rouse Straight run of mine Coal for $3.45 per ton of 2000# delivered.

Yours Respectfully

W. E. Russell

THE NORTHERN COAL AND COKE CO.

RETAIL DEPARTMENT 1506 ARAPAHOE STREET

USE HECLA COAL

TELEPHONE
MAIN 5000

CLEAN FUEL

YARDS:
15TH AND DELGANY
ALASKA AND IDAHO

MINERS OF ANTHRACITE, BITUMINOUS AND LIGNITE COALS

J. R. CLINE, Manager

Denver, Colo., March 27, 1906.

Frank M. Downer, Supt.
Mint of the United States
Denver, Colo.

Dear Sir:

In reply to your letter of the 26th inst., inviting us to submit proposal to furnish you with five hundred (500) tons of genuine Brodhead run of mine coal, will say we will be pleased to furnish same, delivering promptly as required, for three dollars and seventy cents ($3.70) per ton f o b Mint.

Yours very truly,

THE NORTHERN COAL AND COKE COMPANY,

J. R. Cline

Manager, Retail Department.

Coal Report
Mich. 2 Mich.

C. A. CLARKE
PRESIDENT

A. W. WIGGLESWORTH
TREAS. & MGR.

H. W. MONS
SECRETARY

HILL-CLARKE & CO-OF-CHICAGO-
MACHINERY MERCHANTS
14 SOUTH CANAL STREET

May 24th, 1906.

Mr. Frank M. Downer, Supt.,
United States Mint at Denver,
Denver, Colorado.

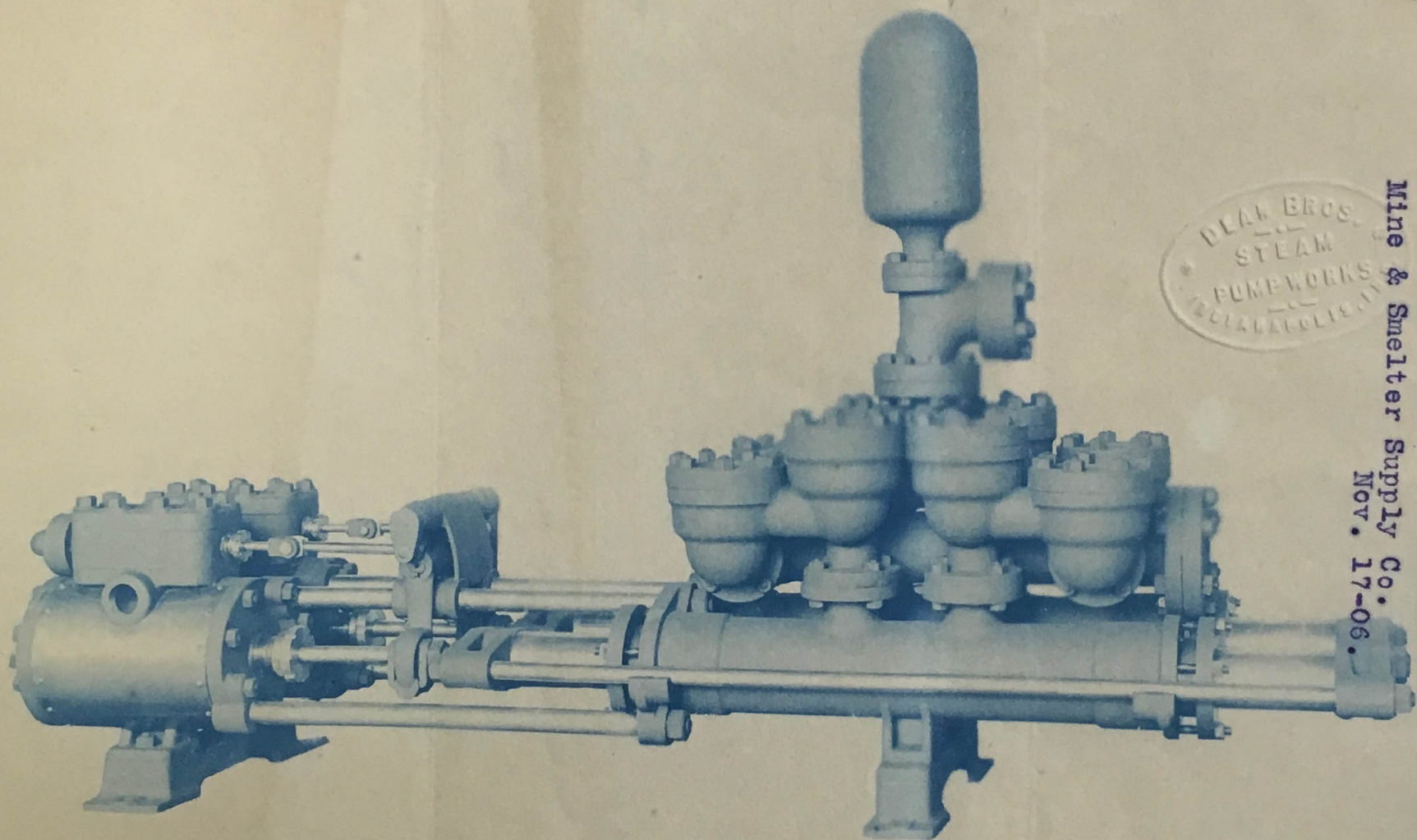
Dear Sir:

Your favor of the 19th was received and we note that our proposition of the 17th inst. has been accepted in the total sum of $761.64, price being freight allowed to the Mint at Denver. We are very much obliged to you for this ~~notice~~ order and have entered the same for the quickest possible shipment.

Thanking you again very kindly for the order, and trusting the shipment will reach you promptly, we remain

Yours very truly,
Hill, Clarke & Co. of Chicago.
By- F. G. GROSSE

AHH

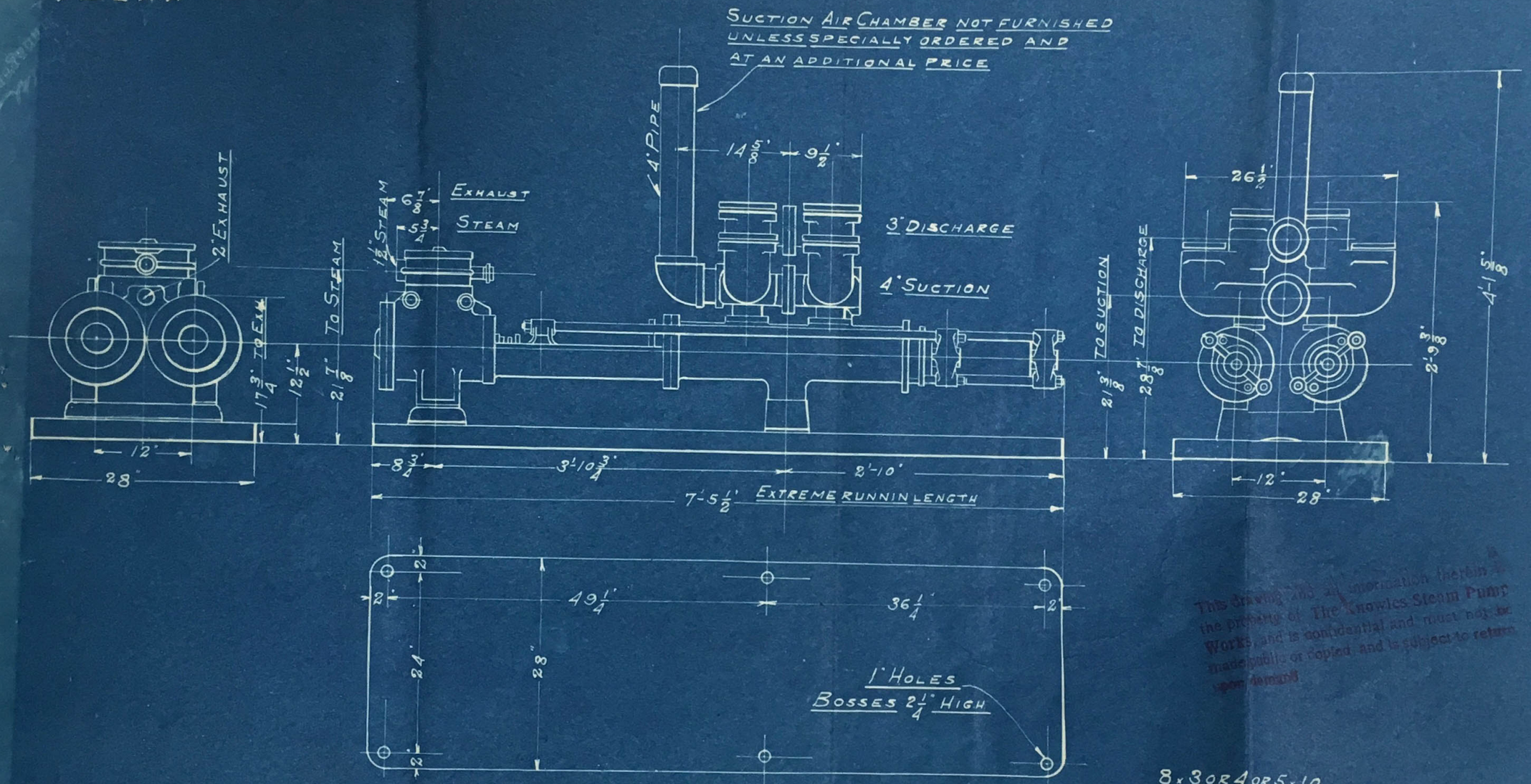


Mine & Smelter Supply Co.
Nov. 17-06.

7x4x10" Deane Bros.
O.P. Plunger Pump. "Pot Valve" type.

THE MINE & SMELTER SUPPLY CO.

3H
J. E.B.
D.L.K.N



8 x 3 OR 4 OR 5 x 10
SPECIAL DUPLEX OUTSIDE PLUNGER PUMP

KNOWLES STEAM PUMP WORKS

NEW YORK — CHICAGO — BOSTON
LONDON — HAMBURG — PARIS

SCALE 3/4" = 1 — INDEX 1/4 - 11669-A — SEPT. 17, 1906

-8720

8-8720

Please return this with your reply.

Nov. 19th, 1906.

Frank M. Downer, Supt.,

Mint of the United States,

C I T Y.

Dictated by R. S. R.
SUBJECT:- Quotation.

Dear Sir:-

We have your valued favor of the 12th inst. and beg to quote you on:

1 7 x 4 x 10 Deane Brass Duplex Outside Packed Plunger Pot Valve Pattern Boiler Feed Pump complete with sight feed lubricator, cylinder drain valves, wrenches and governor, weight 2740 lbs., $450.00 f.o.b. Mint. We could make shipment of this pump in about 18 days. We enclosed you a cut of this pump under date of Apr. 12.

We also quote you on:

1 7-1/4 x 4 x 10 Knowles Special Duplex Outside Packed Plunger Pump Pot Valve Pattern complete with sight feed lubricator, cylinder drain Valves, wrenches and governor, weight 2200 lbs., price complete with pump mounted on drip pan with raised lip to catch oil or anything that may drop from pump, $326.00 f.o.b. Mint. Shipment could be made from factory in about 10 days from receipt of order.

We are enclosing blue print and specifications on this Knowles Pump and we would strongly recommend this type to you as a Boiler Feed Pump. We have recently installed two of them, size 10 x 6 x 10 in the Denver Dry Goods Building. The blue print we are enclosing shows the same pump installed at this place.

Thanking you for the inquiry and hoping to be favored with your order, we remain,

Yours very truly,
THE MINE & SMELTER SUPPLY COMPANY.
PER Rutherson

O

The Mine & Smelter Supply Co.

Denver, Colo., U. S. A. November 19th, 1906.

The Mine of the United States,

Denver, Colorado.

Gentlemen:-

We propose to furnish you and deliver f. o. b. Denver, Colo., ~~xxxxxxxxxxxxxxxx~~ the:

One (1) Pump as per attached specifications.

the machinery described below or in specification hereto attached and made part of this proposal.

The price of said machinery delivered as above and subject to conditions herein stated is

Three Hundred and Twenty Six and 00/100 ($ 326.00) Dollars.

Payable in New York, Chicago or Denver Exchange, free of expense to us for the collection charges.

Terms of payment to be as follows:

Ship to

At

This proposition is for immediate acceptance, but, although accepted, does not constitute a contract until approved by the Manager of sales or an Officer of The Mine & Smelter Supply Co., at its home office in Denver, Colorado, and is subject to change or withdrawal until so approved.

WE ASSUME NO LIABILITY for damages on account of delays, nor can we make an allowance for repairs or alterations unless same are made with our written consent. It is agreed that no liability shall attach to us on account of damages or delays caused by such repairs or alterations.

The title and right of possession to the machinery we furnish remains in The Mine & Smelter Supply Co. until the same has been fully paid for in cash. Fire Insurance is to be taken out and maintained by you in an amount sufficient to fully protect our interest in the machinery sold, and the policies of Insurance are to be made payable to us, as our interests may appear at time of loss, and the policies are to be held ..... as collateral security.

It is expressly agreed that there are no promises, agreements or understandings outside of this contract and that no agent or Salesman has any authority to obligate The Mine & Smelter Supply Co. by any terms, stipulations or conditions not herein expressed.

When we send an engineer or millwright to erect machinery the purchaser is to pay his board, laundry and traveling expenses from Denver and return, it being understood that should we send a man from any other point than Denver the expenses will be those incurred in going from such point to your place and return to Denver, or such other place as he may be ordered; provided the expense is no greater than it would be from Denver and return; if greater, we pay the difference.

We consider as legitimate traveling expenses railroad fare and transfer charges, sleeping cars (when traveling at night), meals en route, excess baggage or other transportation charges on tools or materials.

When purchaser pays for the time of man it is understood to include time consumed in traveling (10 hours per day) as well as time put upon the work.

When delays are caused to our men by material or labor not furnished by us you agree to pay their time, at our regular rates, and their expenses, while so delayed.

This Contract is contingent upon strikes, fires, accidents or other delays unavoidable or beyond our reasonable control.

Date Accepted

THE MINE AND SMELTER SUPPLY CO.,

By

S P E C I F I C A T I O N S
FOR
KNOWLES PLUNGER PATTERN BOILER FEED PUMP.
F O R
THE MINT OF THE UNITED STATES

- - - o o O o o - - -

TYPE:-

This will be of the Duplex Outside End Packed Plunger Type with pot valve water end, similar in design to that shown on page 102 of Catalogue K-705.

SIZE:-

The steam cylinders will be 7-1/2" in diameter, plungers 4" in diameter, all 10" stroke.

SERVICE:-

For feeding a 500 HP battery of boilers carrying 150 lbs. steam pressure.

SPEED:-

In performing this service, the pump would be required to operate at not more than 70 strokes per minute which is equivalent to about 58 ft. piston speed. This is based upon an evaporation of 35 lbs. of water per boiler horse power making due allowance for slippage. It is capable of continuously hauling 50% in excess of this volume. The water end is good for a maximum working pressure of 300 lbs. per square inch.

GENERAL DESCRIPTION:-

The steam cylinders will be cast of close grain iron accurately machined and fitted with adjustable steam pistons.

The engine will be fitted with the well known duplex valve motion.

The steam and water ends will be connected by heavy cast iron cradles, insuring perfect and perfect alignment.

The plungers will be made of exceptionally hard iron with ground surfaces instead of the usual machined plunger. This feature adds greatly to the life of the plungers and consequently, on account of the slight wear, there is a material saving in plunger packing.

One of the most valuable features of our plunger pattern lies in the design and construction of the water end, which is especially suited to high pressures.

The valves are of the wing type made of tough bronze composition faced with hard rubber composition discs removable and renewable. Each valve is in a separate pot or chamber cylindrical in shape and having individual covers, thus insuring great strength and ease of access, also comparative freedom from gaskets blowing, which is so common in some of the cheaper makes of piston pumps.

The pump will be mounted upon a cast iron base plate with raised lip. This will extend under the entire machine as shown in connection with 8 x 5 x 10 pump of same type as per blue print attached.

Weight 2200 lbs.

APPURTENANCES:-

There will be furnished with this pump the necessary special wrenches, drain cocks and lubricators.

Respectfully submitted,
THE MINE & SMELTER SUPPLY COMPANY.
Per [illegible]

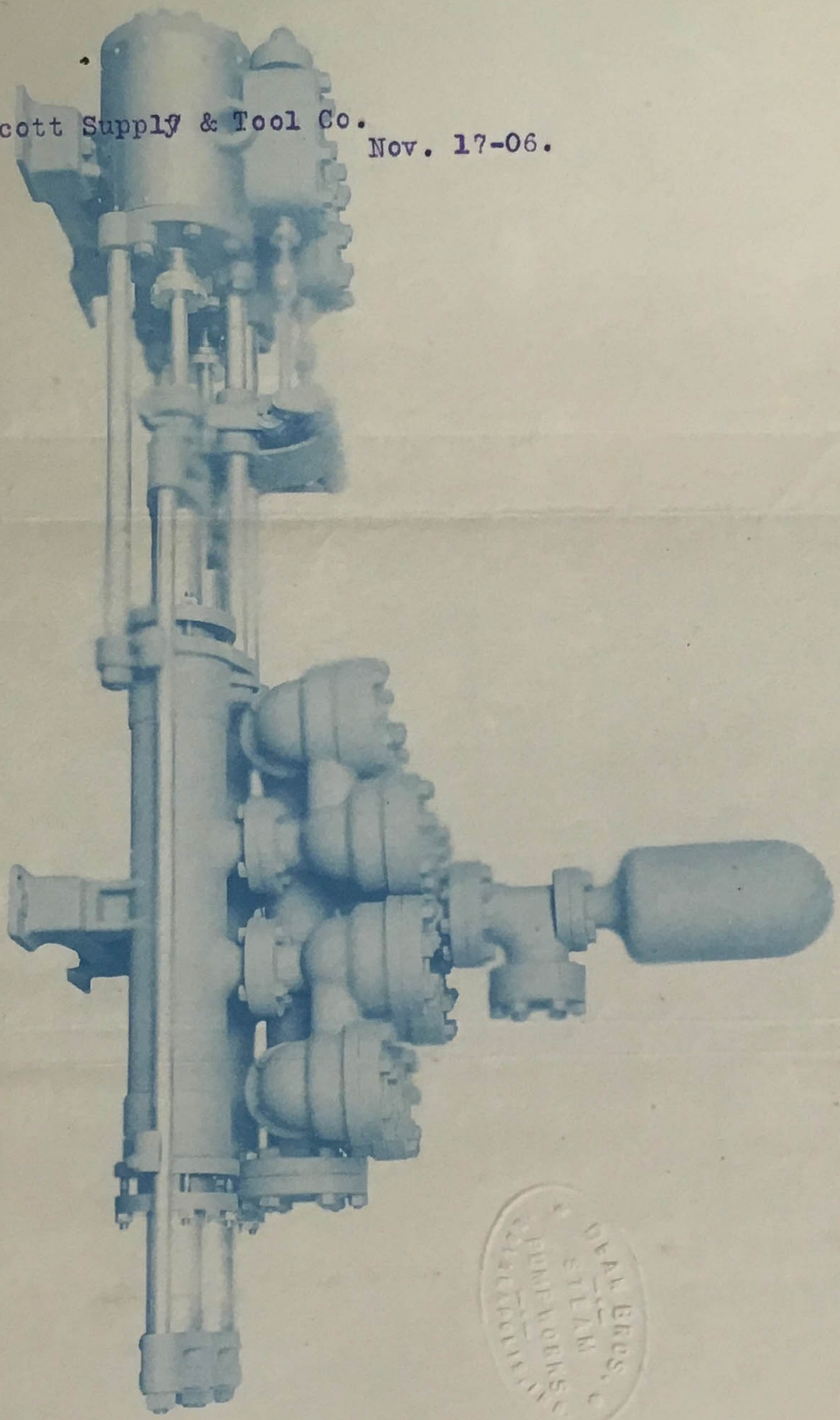
Mine & Smelter
Supply Co.

Proposal to
furnish Boiler
and Pump —
for U. S. Mint
Denver, Colo.

Accepted 12/1/06

Scott Supply & Tool Co.

Nov. 17-06.



ADDRESS ALL COMMUNICATIONS TO THE COMPANY.

Rockwell Engineering Company,
Furnaces
Fuel Oil Burning Appliances.

W. S. ROCKWELL, Pres't
GEO. C. OETERS, Vice Pres't
F. S. GARRETT, Sec. & Treas.

26 CORTLANDT STREET.

CABLE ADDRESS.
"ROCKFUR" NEW YORK.
A.B.C. CODE.
WESTERN UNION.

New York, May 6, 1907.

The Supt. of U. S. Mint,

Denver, Colo.

Dear Sir:

We are in need of quite a sum of money for use on the 15th, inst., and if you would be kind enough to send us a check for the amount from your institution, on or before that date , it would be quite an accomodation, and we would consider it a favor.

yours very truly,

ROCKWELL ENGINEERING CO.

F. Garrett
Treasurer.

Pd. 5/9/07

ADDRESS ALL COMMUNICATIONS TO THE COMPANY.

Rockwell Engineering Company,
Furnaces
Fuel Oil Burning Appliances.

W. S. ROCKWELL, Pres't
GEO. C. OETERS, Vice Pres't
F. S. GARRETT, Sec. & Treas.

26 CORTLANDT STREET.

CABLE ADDRESS,
"ROCKFUR" NEW YORK.
A.B.C. CODE.
WESTERN UNION.

New York, Nov. 17th, 1906.

Mr. Frank M. Downer,
Supt. U. S. Mint,
Denver, Col.

Dear Sir,

In compliance with your request per your letter of July 10th, 1906, and also your subsequent letters of Aug. 14th and Oct. 10th, to submit proposal to furnish you with one cupelling furnace and one crucible melting furnace for use at the Denver Mint, we now beg to enclose to you herewith such proposals in duplicate together with two blue prints of the cupelling furnace, "M-752", and two prints of the Crucible furnace, #"M-406.

We regret the unavoidable delay in submitting the proposals and hope we have not seriously inconvenienced your work.

You will note there is no combustion chamber independent of the cupelling chamber for that furnace. It is not necessary. Also that there is but one burner instead of two. Also that the flue gases pass out thru the arch at the end opposite the burner, the charging door being on the left looking in the direction of the burner. A flue leading the spent gases to chimney or dust chamber and governed by a damper must be provided. It is deemed preferable to carry the gases out thru the arch than to cut the water jacket. The jacket extends entirely around the body of the furnace and from base to top. The water inlet and outlet pipes are both located at the burner end, tho the water must make the circuit of the furnace to reach the outlet. The discharge is visible to insure operation.

The furnace is strong in all respects, and we believe as good as can be made for the purpose.

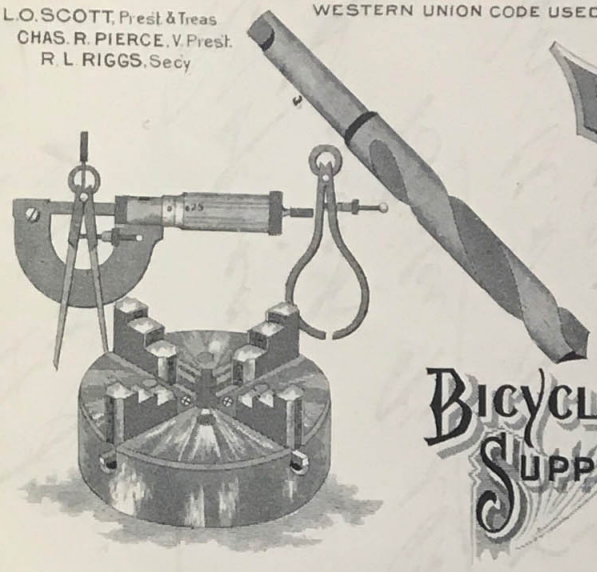
We should be pleased to receive your order for these furnaces and if placed with us we will do all in our power to get them out quickly.

Respectfully,
ROCKWELL ENGINEERING CO.
W. S. Rockwell
Prest.

GWS.

L. O. SCOTT, Prest. & Treas
CHAS. R. PIERCE, V. Prest.
R. L. RIGGS, Secy

WESTERN UNION CODE USED.



THE SCOTT SUPPLY & TOOL CO.

Machinists, Platers, Engineers
MINE AND MILL
SUPPLIES and TOOLS.
IRON & WOOD WORKING MACHINERY.
BICYCLE SUPPLIES.

1725-1727-1729-1731 BLAKE ST.

Denver, Colo., Nov. 21st 1906

Mr. Frank M. Downer, Supt.

U. S. Mint, City.

Dear Sir:-

As per your request of the 12th inst we purpose to deliver on the ground floor of the U: S. Mint Building this City:

1 - Dean Bros. Horizontal, Duplex, Double acting, End Packed, Pot Valve, Plunger Boiler Feed Pump; 7" Steam Cylinder, 4" Pump Plunger, 10" stroke, together with one pressure Governor Side Feed Lubricator, Cylinder Drain Valved, wrenches etc, blue print of the Pump enclosed for the sum of Four Hundred and Seventy-three Dollars ($473.00).

Yours very truly,

The Scott Supply & Tool Co.

P-JT

Chas R Pierce Pres.

Scott Supply
& Lodl Co.

Proposal to
furnish
Boiler Feed Pump
for U. S. Mint
Denver, Colo.

MINT OF THE UNITED STATES AT DENVER,

OFFICE OF THE SUPERINTENDENT,

December 1st,1906.

Mine & Smelter Supply Company,

Denver, Colorado.

Gentlemen:-

Confirming my advice by telephone to you this day, I would say your proposal to furnish this institution one 7x4x10 Dean brass,duplex,outside packed,plunger,pot valve pattern,boiler feed pump,complete with sight feed lubricator,cylinder drain valves,wrenches and governor,is accepted in the sum of $450.oo, which includes delivery at this building.

As this pump is urgently required,I shall expect you to employ all reasonable diligence in delivering the same.

Respectfully,

Superintendent.

THE MINT OF THE UNITED STATES AT DENVER,

....., 190 .

.....

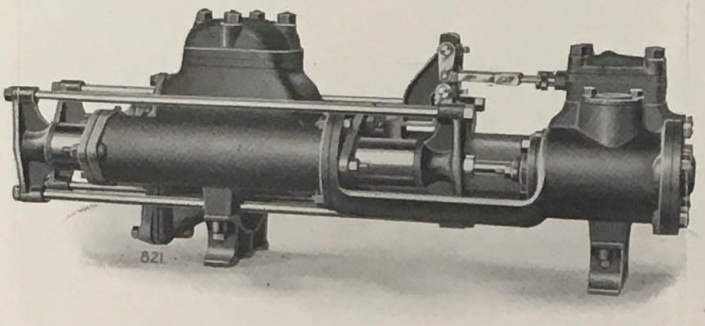
Superintendent.

SUBJECT:

NO. OF INCLOSURES, ...

Smith-Vaile Double Plunger Feed Pump

Outside End Packed Type



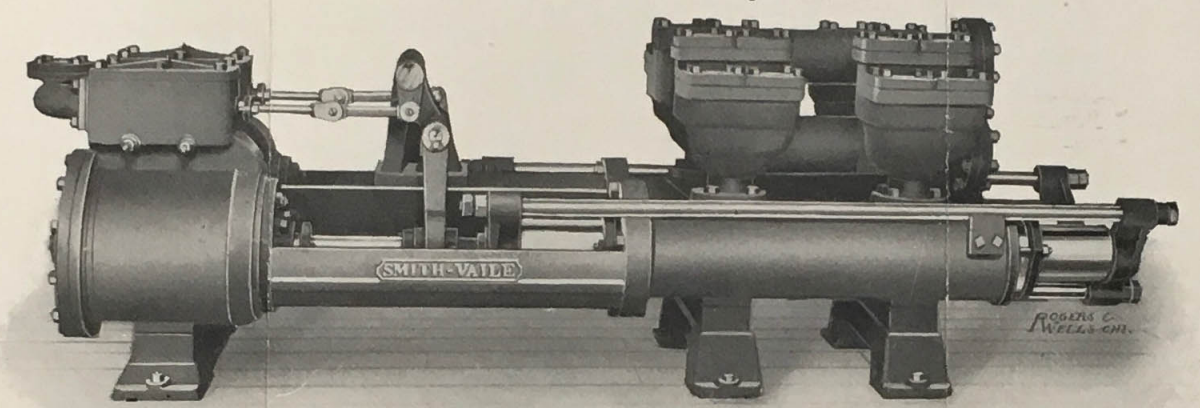
Size 6 x 4 x 6. Figure No. 34

Plungers outside end packed, Trombone style; suitable for a working pressure of 175 lbs. per square inch.
Our regular pattern duplex steam cylinders are employed.
Plunger glands are accessible.
Bronze fitted plungers and packing glands furnished at additional cost.

Diameter of Steam Cylinders	Diameter of Water Plungers	Stroke	Gallons per Revolution	Steam Pipe	Exhaust Pipe	Suction Pipe	Discharge Pipe	Dimensions			Telegraphic Code
								Length	Width	Height	
4½ in.	2¾ in.	4 in.	.41	¾ in.	1 in.	2 in.	1½ in.	55 in.	14 in.	15 in.	Mouba
5¼ in.	3½ in.	5 in.	.83	1 in.	1½ in.	3 in.	2 in.	60 in.	16 in.	17 in.	Moubble
6 in.	4 in.	6 in.	1.32	1 in.	1½ in.	3 in.	2 in.	61 in.	18 in.	21 in.	Mouce
7 in.	4½ in.	6 in.	1.65	1¼ in.	2 in.	4 in.	3 in.	65 in.	20 in.	26 in.	Mough
7 in.	4½ in.	10 in.	2.76	1¼ in.	2 in.	4 in.	3 in.	86 in.	20 in.	26 in.	Moujan
8 in.	5 in.	10 in.	3.4	1½ in.	2 in.	4 in.	3 in.	89 in.	24 in.	28 in.	Moult
9 in.	6 in.	10 in.	4.88	1½ in.	2 in.	5 in.	4 in.	89 in.	24 in.	28 in.	Moum
10 in.	6 in.	12 in.	5.84	2 in.	2½ in.	5 in.	4 in.	103 in.	26 in.	32 in.	Moush
12 in.	7 in.	12 in.	7.9	2½ in.	3 in.	6 in.	5 in.	103 in.	26 in.	32 in.	Moustang
12 in.	8 in.	12 in.	10.4	2½ in.	3 in.	6 in.	5 in.	106 in.	28 in.	34 in.	Mountain

Smith-Vaile Duplex Heavy Pressure Feed Pumps. Pot Valve Pattern

Size 12 x 6 x 12. Symbol W. 68. Figure No. 29



Thirty pounds of water per hour per horse power is the usual basis of estimate for boiler feeding, and it should be remembered that boiler feed pumps should operate at slow piston speed in order to obtain the best results.

Designed for 300 lbs. pressure. Valves are located in chambers above the cylinders, and are especially accessible.

Plungers are end packed, and of the trombone style. Bronze fitted at additional cost.

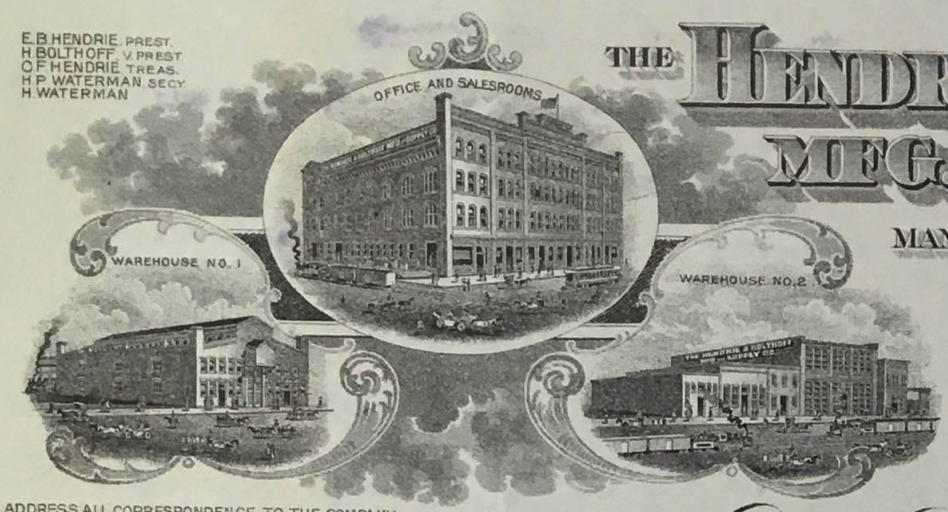
Liquid valves of composition rubber or special metal.

Diameter of Steam Cylinders	Diameter of Water Plungers	Stroke	Gallons per Revolution	Steam Pipe	Exhaust Pipe	Suction Pipe	Discharge Pipe	Dimensions			Telegraphic Code
								Length	Width	Height	
6 in.	3½ in.	6 in.	.99	1 in.	1½ in.	2½ in.	2 in.	61 in.	25 in.	26 in.	Nerfling
7 in.	4 in.	10 in.	2.24	1¼ in.	2 in.	3 in.	2½ in.	85 in.	27 in.	30 in.	Nerita
7 in.	4½ in.	10 in.	2.76	1¼ in.	2 in.	4 in.	3 in.	86 in.	27 in.	30 in.	Neritic
8 in.	4½ in.	10 in.	2.76	1½ in.	2 in.	4 in.	3 in.	89 in.	29 in.	33 in.	Nervate
10 in.	5 in.	12 in.	4.08	2 in.	2½ in.	4 in.	3 in.	103 in.	29 in.	35 in.	Nervine
12 in.	6 in.	12 in.	5.84	2 in.	2½ in.	5 in.	4 in.	103 in.	29 in.	35 in.	Nerwile
14 in.	7 in.	15 in.	9.99	2½ in.	3 in.	6 in.	5 in.	112 in.	34 in.	38 in.	Nettle
14 in.	8 in.	15 in.	13.	2½ in.	3 in.	6 in.	5 in.	112 in.	34 in.	38 in.	Netla

Write for our Boiler Feed Pump Catalogue

STENOGRAPHICAL AND CLERICAL ERRORS SUBJECT TO CORRECTION. PRICES SUBJECT TO CHANGE WITHOUT NOTICE. QUOTATIONS HERE
ALL AGREEMENTS MADE CONTINGENT UPON STRIKES, FIRES, ACCIDENTS OR CAUSES BE

E. B. HENDRIE, PREST.
H. BOLTHOFF, V. PREST.
C. F. HENDRIE, TREAS.
H. P. WATERMAN, SECY.
H. WATERMAN



THE HENDRIE
MFG. AND
MANUFAC
Minin

1621 TO

ADDRESS ALL CORRESPONDENCE TO THE COMPANY.

DENVER LITHO. CO. DENVER.

Please tear off at perforated line and attach to your reply

The Hendrie & Bolthoff Mfg. & Sup. Co.

The Hendrie & Bolthoff Mfg. and Supply Company, Denver, Colo. U. S. A.

This letter is in reply to your favor of NOV 14 1906

and is for the attention of

Denver, Colo., Nov. 14, 1906.

Frank M. Downer, Supt. U. S. Mint,

Denver, Colo.

Dear Sir -

We have yours of the 12th inst. and are pleased to name you a net price of $300.00 f.o.b. Denver upon one 7 x 4 1/2 x 10 Smith-Vaile duplex outside end packed feed pump, standard fitted. This pump is illustrated by the enclosed leaflet Fig. 34. One 1 1/4" Fisher governor, $26.50

These prices cover the pump with fittings as specified, delivered on sidewalk.

Yours very truly,

R W H/R

Hendrie & Bolthoff Mfg. & Supply Co.

Not pump desired
Same as in present use and inadequate

Friedrich v. Kalitsch

Impressario to Jenny Lind Goldschmidt

For

U. S. Minister

Vienna

TREASURY DEPARTMENT

WASHINGTON November 28, 1906.

F. M. Downer, Esq.,
Superintendent, U.S. Mint,
Denver, Colo.

Sir:-

Your letter of the 24th instant transmitting proposals received by you for supplying a Horizontal Duplex Double Acting, End Packed Pot Valve, Plunger Boiler Feed Pump, Steam Cylinders 7" in diameter, Plungers 4" in diameter, all 10" stroke for feeding a 500 H.P. battery of boilers carrying 150 lbs. steam pressure, has been received.

As recommended, you are authorized to accept the proposal of the Mine and Smelter Supply Company to furnish a Boiler feed pump as above described, for the sum of $450.00, payment to be made from the appropriation for New Machinery, U.S. Mint, Denver, Colo.

The proposals forwarded by you are returned herewith.

Respectfully,

Geo E Roberts

Director of the Mint.

TREASURY DEPARTMENT,

BUREAU OF THE MINT,

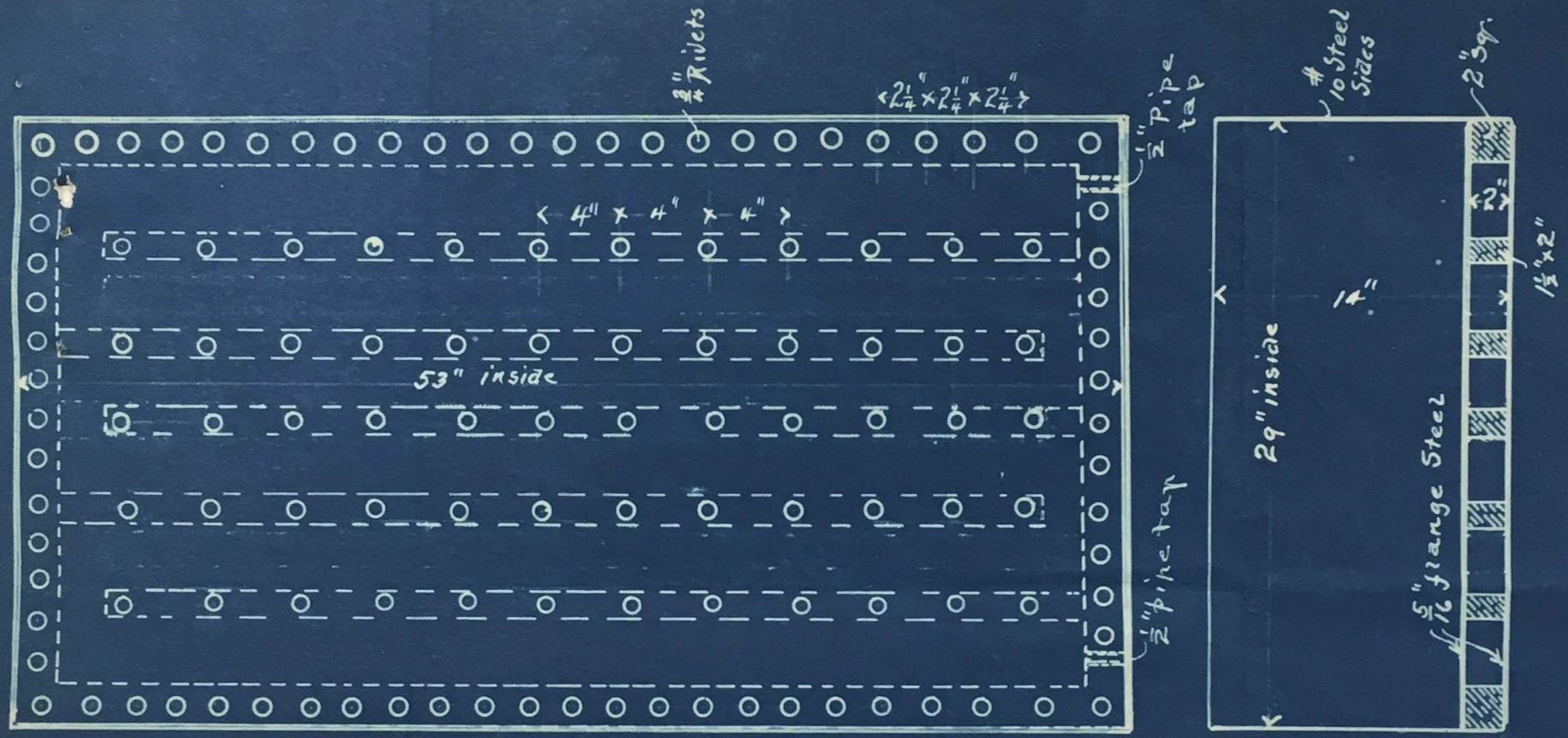
11/28/06, 190

Director of the Mint.

SUBJECT:

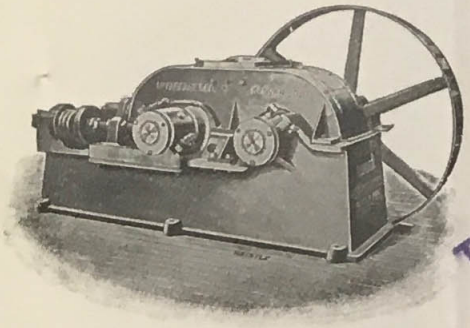
Authority to
accept bids
Reid & Hamilton
[illegible]
& 4 va
to Fenwick Klein
boiler feed pump

No. of Inclosures



McFarlane Mfg Co Denver
Proposed
Heater for U.S. Mint Denver
tested to 200 lbs pressure per sq in.
2/6/09 H. Eagers.

STEEL SMOKE STACKS.



IMPROVED PARALLEL ROLLS.

CRUSHERS
ROLLS
REVOLVING SCREENS

CONCENTRATING
MACHINERY
ENGINES

BOILERS
HOISTING
MACHINERY

The McFarlane Mfg. Co.

McFARLANE & CO.

Mining and Milling Machinery

STAMP MILLS BUILT AND ERECTED

OFFICE AND WORKS

1734 FIFTEENTH STREET

TELEPHONE 660.

Denver, Colo., Feb' 9th, 1907

Frank M' Downer, Sup't',
United States Mint,
City'

Dear Sir:-

We have your order of the 8th for steam heater for acid tank, as per our proposal of the 6th, which shall have our prompt attention'

Thanking you for same, we are,

Yours truly,

The McFarlane Mfg' Co',

By F. B. McF.

F B, McF,

P' S' --We note your order calls for a test of 220# per square inch' Is this a clerical error? We had only figured on testing it to 200#, as your Mr' Milson suggested 200#, which we thought was ample and figured on that basis'

The McF' Mfg' Co'

200 lbs.

MINT OF THE UNITED STATES AT DENVER,

MELTER AND REFINER'S DEPARTMENT,

January 30, 1907.

Frank M. Downer, Esq.,

Supt. U. S. Mint, Denver.

Sir:

I have the honor of presenting for your consideration the necessity of some method for heating to a moderate degree the electrolyte in our silver cells in the refinery. The experiments of Mr. Wirth, foreman, have demonstrated that the same will be of material benefit, particularly enabling us to increase our product, without any danger from nitric fumes. After the consideration of a number of ways to bring this about, we have concluded that the most economical method would be to place a steam chest or heater under the sump tank, because the solution passes through that tank and we believe we can in that way procure all the heat we want in the cells.

If this proposition meets with your approval, I respectfully request that you immediately take the necessary steps to procure for us a steam chest or heater with an upright flange 12 inches deep, and measurements inside of said flange as follows: length, 53 inches, and width 29 inches, with a two inch steam space divided into as many compartments as may be necessary to make the same absolutely safe, with a cold water test of 200 lbs. pressure, and with steam inlet at one end and waste outlet at the other end.

Very respectfully,

J. A. Wilson

Melter and Refiner.

THE MINT OF THE UNITRD STATES AT DENVER,

26th, 1907.

W. C. Freeland & Co.

Melter and Refiner.

SUBJECT:

Proposal to furnish steam heater for Refinery

No. of Inclosures,

OFFICE OF DIRECTOR OF THE MINT

TREASURY DEPARTMENT

WASHINGTON June 15, 1906.

OFFICE OF ENGINEER IN CHARGE
Rec'd JUN 18 1906
DENVER MINT EQUIPMENT

Proposals awarded 6/18/06. Healy

Superintendent, U. S. Mint,
Denver, Colorado.

Sir:

Your letter of the 12th instant, enclosing proposals for furnishing and delivering at the Mint building, Denver, Colorado, one motor driven wood turning lathe together with all tools and parts as listed, and also, one motor driven knife grinding machine to be made in strict accordance with the specifications as submitted, has been received.

You are authorized to accept the proposal of the Oliver Machinery Co., to furnish the machines for the prices named: for the knife grinding machine, $851.90; for the motor driven wood turning lathe, $651.

The proposals and specifications forwarded by you are returned herewith.

Respectfully,

Geo E Roberts

Director of the Mint.

TREASURY DEPARTMENT,

BUREAU OF THE MINT,

6/15, 1906

Director of the Mint.

SUBJECT:

Authority to accept proposals of Oliver Machy Co. to furnish Wood turning lathe & Shape Sander

No. of Inclosures

J. H. FENNESSY, Presl. A. H. SEEP, Vice Presl. A. L. FENNESSY, Treas. H. E. FISKE, Secy.
C. N. TIBBITTS, Genl. Mgr.

THE MINE AND SMELTER SUPPLY CO.,

BRANCH HOUSES.
EL PASO, TEX.
SALT LAKE CITY, UTAH.
NEW YORK CITY.

MACHINERY AND MINING SUPPLIES.

17TH AND BLAKE STS.

CODES USED:
BEDFORD McNEILL,
A. B. C.
WESTERN UNION TELEGRAPHIC CODE.

P. O. BOX 1721.

Denver, Colo., July 6th, 1906.

ADDRESS ALL BUSINESS COMMUNICATIONS TO THE COMPANY.

Frnak M. Downer, Supt.,
Mint of the United States,
Denver, Colorado.

Dictated by R. S. R.
SUBJECT:- Quotation.

OFFICE OF ENGINEER IN CHARGE.
Rejected:- 7/12/06.
Rec'd JUL 11 1906
DENVER MINT EQUIPMENT.

Dear Sir:-

In reference to your inquiry of May 16th, we beg to quote you on

1 No. 1 Improved Reversible Shaper of the F. H. Clement Co's. make to be fitted with iron table and to be driven by an entirely enclosed 3.HP Type S Motor No. 2 Frame, making 1325 RPM of the Walker Elec. Co's. make, 220 volts, direct current, compound wound. This motor is to be ~~wound~~ mounted on the extension of the frame work that holds the friction cones in rear of the machine and is to drive through a counter-shaft coupling direct connected by small leather links to cone shaft. All necessary endless belts will be supplied. There will also be supplied a controlling panel for the motor. This board is to have mounted thereon a Cutler Co. separate closing side circuit breaker, a heavy switch and a Cutler-Hammer overload and underload release starting box. All instruments to have connections on back of the board. The price of this machine complete together with the special cutters as per your letter and list of June 23rd with Dado Head and Chuck for holding cutters, for the sum of $621.00 f.o.b. Mint.

We could make delivery of the above machine in about 30 days from receipt of order.

Trusting that we have given you this information complete and that you will favor us with your valued order, we remain,

Yours very truly,

THE MINE & SMELTER SUPPLY COMPANY.

Per Robinson

RO

July 6th, 1906.

Frnak M. Downer, Supt.,

Dictated by R. S. R.
SUBJECT:- Quotation.

Mint of the United States,

Denver, Colorado.

Dear Sir:-

In reference to your inquiry of May 16th, we beg to quote you on

1 No. 1 Improved Reversible Shaper of the F. H. Clement Co's. make to be fitted with iron table and to be driven by an entirely enclosed 3.HP Type S Motor No. 2 Frame, making 1325 RPM of the Walker Elec. Co's. make, 220 volts, direct current, compound wound. This motor is to be wound on the extension of the frame work that holds the friction cones in rear of the machine and is to drive through a counter-shaft coupling direct connected by small leather links to cone shaft. All necessary endless belts will be supplied. There will also be supplied a controlling panel for the motor. This board is to have mounted thereon a Cutler Co. separate closing side circuit breaker, a heavy switch and a Cutler-Hammer overload and underload release starting box. All instruments to have connections on back of the board. The price of this machine complete together with the special cutters as per your letter and list of June 23rd with Dado Head and Chuck for holding cutters, for the sum of $621.00 f.o.b. Mint.

We could make delivery of the above machine in about 30 days from receipt of order.

Trusting that we have given you this information complete and that you will favor us with your valued order, we remain,

Yours very truly,

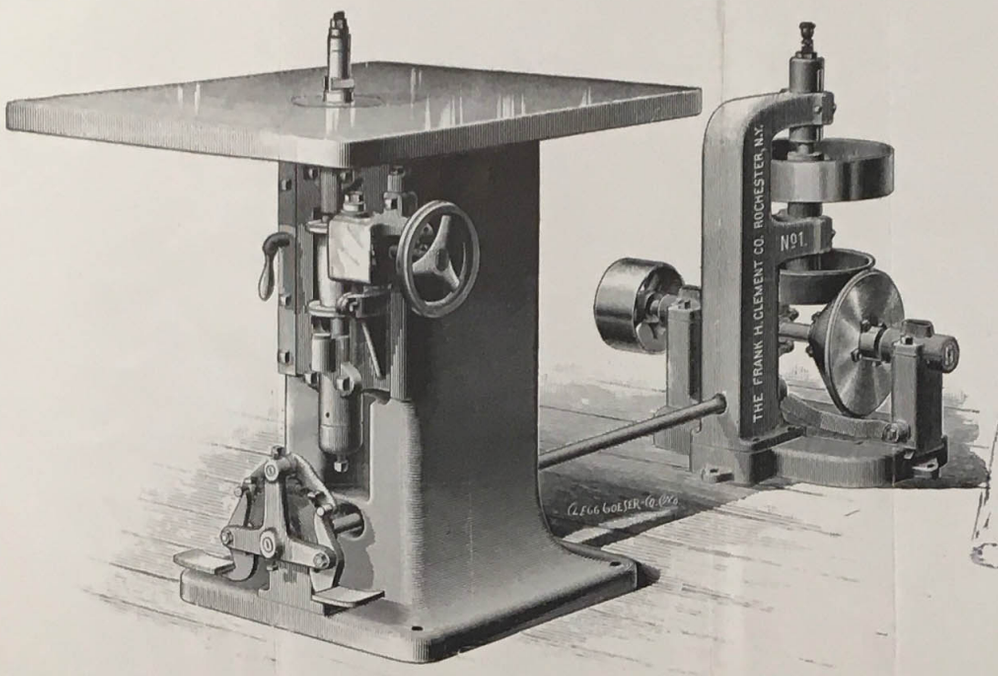
THE MINE & SMELTER SUPPLY COMPANY.

Per

RO

Please return this with your reply.

Fig. 937. No. 1 Clement Improved Reversible Shaper



DESIGNED for medium and light work and to use either solid reversible cutters or ordinary flat knives with slotted collars.

The Frame is cast entire in "box" form, and is very heavy and rigid; the slide ways are cast upon it, and there is a heavy flange at the top to which the table is bolted.

The Spindle is of crucible steel, 1½" in diameter, and the journals are 6" long and are carefully ground true (not filed), and finely polished; the boxes are scraped to the journals so they will not heat when started, and do not have to wear down to a bearing. Top sections are detachable and may be of any diameter from ⅜" to 1⅛"; standard section is ⅝" diameter.

The Boxes are cast in a strong yoke, which is carefully scraped to ways on the frame, and the take-up gib is provided with a clamp screw, which binds the yoke to the frame firmly. There are self-oiling cups on the caps, and the latter are planed into ledges to prevent side motion.

The Table is usually of iron 32" x 36", but can be of wood if ordered, and is provided with a removable center plate 6" diameter surrounding the spindle.

The Shifter Pedal is a new departure, and is self-locking and self-releasing; thus the whole force of the frictions is made positive and retained in action as long as desirable, without any effort from the operator.

The Countershaft is of steel, having two compressed paper frictions engaging with an iron wheel on the vertical shaft; the latter has bearings on both sides of the driving pulley and a self-oiling step for end pressure. The boxes of the main shaft are cast together and slide in planed ways in the base plate to reverse the frictions. As a practical working device this countershaft has no equal.

Parts Furnished one detachable upper spindle section, nine differential guide collars, one table ring, countershaft complete, five feet of shifter shaft with attachments, two steel slotted collars, and one pair of plain shaper knives.

Driving pulley is 8" x 4½"; speed, 1000 revolutions per minute.

Figure	Style	Floor Space	Horse-power	Weight, pounds	Boxed for Export		Code
					Weight, pounds	Cubic Feet	
937	Iron Table	2′ 9″ x 8′	2	1100	1450	54	Bustulaffo
938	Wood Table	2′ 9″ x 8′	2	1000	1350	54	Butadinot
939	18″ Dovetailing Attachment, extra	. .	. .	. .	. .	. .	Butlocus
940	13″ Dovetailing Attachment, extra	. .	. .	. .	. .	. .	Butlocyte

For prices of above or any other wood-working machinery, address nearest salesroom.

Salesrooms

New York: 136 Liberty Street
Chicago: 43-45 S. Canal Street
New Orleans: Hennen Building

American Wood Working Machinery Co.

(COPY)

Denver, Colo., July 6th, 1906.

Mr. Frank M. Downer, Supt.,

U.S. Mint, City.

Dear Sir:-

As per your request of May 16th and supplementary letters of June 11th, we propose to furnish and deliver on the ground floor of the U.S. Mint building of this city:

1 Clement #1 Improved Reversible Shaper, same to be fitted with Iron table, and direct driven, with a 3 H.P., 220 volt, compound wound General Electric Co's motor, to be placed on the base attached to the frame of the countershaft of the machine, together with the necessary endless belt to drive the machine; one controlling panel of Walker Electric Co's make, with Cutter Co's separate side closing circuit breaker, a heavy switch and Cutler-Hammer overload and underload release starting box: panel board to be so constructed that it may be cased in the rear and can be attached to the wall by four bolts.

With the machine, we propose to furnish 28 Samuel J. Sheimer & Sons Co's make of cutter as per list and specifications furnished; one device for holding cutters while being ground; one chuck fitted to the spindle of the machine for holding dove tail cutters; one #3 - 10" diameter Huther patent dado head, for the full sum of five hundred forty two dollars ($542.00)

Respectfully,

The Scott Supply & Tool Co.

P-JT (Signed) Chas. R. Pierce, Pres.

accepted July 12/06

(COPY)

Denver, Colo., July 6th, 1906.

Mr. Frank M. Downer, Supt.,

U.S. Mint, City.

Dear Sir:-

As per your request of May 18th and supplementary letter of June 11th, we propose to furnish and deliver on the ground floor of the U.S. Mint building of this city:

1 Clement #1 Improved Reversible Shaper, same to be fitted with Iron table, and direct driven, with a 3 H.P., 220 volt, compound wound General Electric Co's motor, to be placed on the base attached to the frame of the countershaft of the machine, together with the necessary cross belt to drive the machine; one controlling panel of Walker Electric Co's make with Cutter Co's separate side closing circuit breaker, a heavy switch and Cutler-Hammer overload and underload release switching box, panel boxed to be so constructed that it may be cased in the wall and can be attached to the wall by four bolts.

With the machine we propose to furnish 28 Samuel J. Steiner & Sons Co's make of cutters as per list and specifications furnished; one device for holding cutters while being ground; one chuck fitted to the spindle of the machine for holding dove tail cutters; one #2 - 10" diameter Cutter patent dado head, for the full sum of five hundred forty two dollars ($542.00)

Respectfully,

The Scott Supply & Tool Co.

P-JT (Signed) Chas. R. Pierce, Pres.

Respectfully forwarded

OFFICE:
1523 WELTON STREET
TELEPHONE 368

YARDS:
FOURTH AND LARIMER STS.
TELEPHONE 368

William E. Russell,

DEALER IN

COKE COAL WOOD

CHARCOAL

Duplicate

Denver, Colo., Sept 11 1906

F M Downer Esq

Supt U S Mint

Dear Sir;

I hereby propose to furnish to the U S Mint Bldg at Denver 500 tons of genuine Broadhead Run of Mine for immediate delivery at $3.60 per ton of 2000 lbs.

Yours Respectfully

W. E. Russell

CLEAN FUEL

PHONE 5000.

THE NORTHERN COAL & COKE CO.

RETAIL DEPT. 835 SIXTEENTH ST.

DENVER, COLO., October 10, 1906.

Mr. Frank M. Downer, Supt.,

U. S. Mint, City.

Dear Sir,-

Replying to your invitation to submit bid for 500 tons of genuine Broadhead run of mine coal, will say that we can deliver this coal to your plant for $3.70 per ton of 2000#.

Yours truly,

THE NORTHERN COAL & COKE CO.,

J. R. Cline

Mgr. Retail Dept.

CLEAN FUEL

PHONE 5000.

THE NORTHERN COAL & COKE CO.

RETAIL DEPT. 835 SIXTEENTH ST.

DENVER, COLO., ~~October 10, 1906.~~

Mr. Frank M. Downer, Supt.,

U. S. Mint, City.

Dear Sir,-

Replying to your invitation to submit bid for 500 tons of genuine Broadhead run of mine coal, will say that we can deliver this coal to your plant for $3.70 per ton of 2000#.

Yours truly,

THE NORTHERN COAL & COKE CO.,

J. Kleine

Mgr. Retail Dept.

Oct 1 96

Mr. Wallace

Mr. Hall

OFFICE
1523 WELTON STREET
TELEPHONE 368

William E. Russell

DEALER IN

COKE COAL WOOD

CHARCOAL

YARDS
FOURTH AND LARIMER STS.
TELEPHONE 368

DENVER, COLO., January 10, 1907

F. M. Downer, Supt.,

U. S. Mint, City.

Dear Sir:-

I hereby propose to furnish to the U. S. Mint Building at Denver, One thousand (1000) tons of genuine Broadhead Run of Mine for immediate delivery at $3.80 per ton of 2000 pounds.

Yours respectfully,

W. E. Russell

CLEAN FUEL

PHONE 5000.

THE NORTHERN COAL & COKE CO.

RETAIL DEPT. 835 SIXTEENTH ST.

DENVER, COLO., January 11,1907.

Mr. Frank M. Downer, Supt.,

Mint of U. S., Denver, Colo.

Dear Sir,-

In reply to your letter of the 9th inst., inviting us to submit proposition to furnish you with 1,000 tons of genuine Brodhead run-of-mine coal, will say that we will be pleased to furnish same, delivering promptly as required, for $3.85 per ton, F.O.B. mint.

We will require about two weeks' notice before starting shipments.

Very truly yours,

THE NORTHERN COAL & COKE COMPANY,

J. R. Cline

Manager, Retail Department.

See
Mahoning
Jan 11 1909

DICTATED BY

U. S. HOLLISTER,
VICE-PRESIDENT.

CFB.

Continental Oil Company

DENVER, COLORADO

November 17, 1906.

FILE #138.

Mr. Frank M. Downer, Supt.,

United States Mint,

Denver, Colo.

Dear Sir:

Very much to our regret, we are compelled to advise you that the production of Gas Oil, or Gas Distillate, at Florence, Colorado, is practically exhausted. The Colorado refiners can no longer be depended upon for a supply. This will force us to bring Gas Oil into Denver from eastern refineries, materially advancing the cost, and forcing us to advance our selling price to you 2-1/4¢ per gallon-- from 5-1/2¢ to 7-3/4¢ per gallon delivered by tank wagon; this advance representing the exact increase in our cost.

On account of the uncertainty of the supply, we have been unable to make any contracts based on Florence delivery, but are in position to contract for any amount that you may require on basis of shipments from eastern refineries.

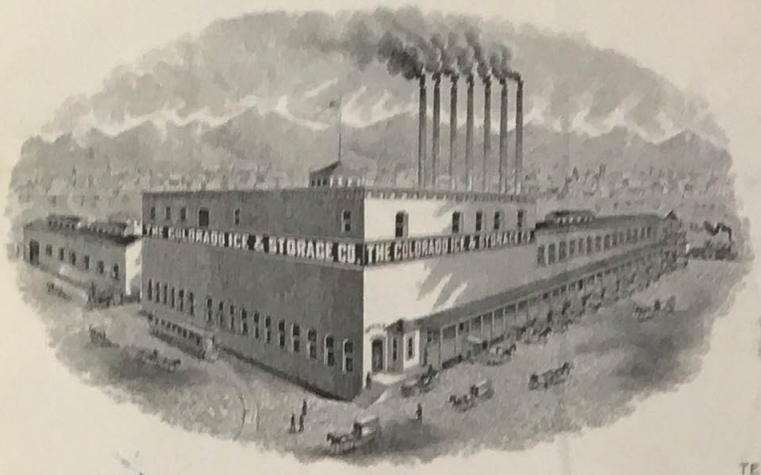
Yours truly,

U S Hollister

Continental Oil Co.
11/17/06

Advance in price of fuel oil to Denver Mint.

FRANK ADAMS, President. F. F. STRUBY, Vice Prest. C. H. ADAMS, Treasurer. W. W. LOGAN, Secretary. GEO. L. VAIL, Superintendent.



CAPITAL AND SURPLUS $600,000.00

THE COLORADO ICE & STORAGE Company

MANUFACTURE PURE ICE FROM DISTILLED ARTESIAN WATER

General Cold Storage

OFFICE AND FACTORY W. COLFAX AVE AND 4TH ST.

TELEPHONE 1388.

Denver, Colo. Oct. 9th, '06.

Mr. Frank M. Downer, Supt.,
United States Mint,
City.

Dear Sir:-

We have your communication of Oct. 8th, asking for our price upon pure artesian ice in one hundred and two hundred pound deliveries at the Mint.

We are pleased to quote you ice in this quantity at twenty--five cents per one hundred pounds assuring you that it is made out of distilled artesian water.

Hoping that we may receive your order, we are,

Yours truly,
The Colorado Ice & Storage Company,
by Frank Adams
President.

Calo. Lee x Alway Co
Oct 4/86

Bid to Jennick
Lee

Not accepted.

JO. A. FOWLER, PRESIDENT.
GEO. T. MILES, VICE-PREST.
E. F. VAN GORDER, SECY & TREAS.

OFFICE OF THE CAPITAL ICE AND STORAGE CO.

(INCORPORATED)

ICE AND COLD STORAGE.

DIRECTORS:
JO. A. FOWLER.
GEO. T. MILES.
THEO. H. ARP.
JOEL. BOWER.
MARION HARPER.

1722 TO 1730 BLAKE STREET.

TELEPHONE 729.

Denver, Colo., Oct 9th 1906

Mr Frank M. Downer
Supt. U. S. Mint
Denver

Dear Sir — We propose to furnish the U. S. Mint at Denver, pure artesian ice, each work day, and in amounts as needed, at the rate of twenty-five (25) cents per 100 pounds.

Respectfully
The Capital Ice and Storage Co
E. F. VanGorder
Secy

MINT OF THE UNITED STATES AT DENVER,

OFFICE OF THE SUPERINTENDENT,

October 10, 1906.

The Capitol Ice and Storage Co.,

1722 Blake Street, City.

Gentlemen:-

I have to advise you of the acceptance of your proposal to furnish this institution pure artesian ice on each week day at the rate of 25¢ per 100 lbs. You will begin delivering on Tuesday morning October 16th.

Respectfully,

Signed, Frank M. Downer

Superintendent.

THE MINT OF THE UNITED STATES AT DENVER,

....., 190 .

.....

Superintendent.

SUBJECT:

No. of Inclosures, ...

JO. A. FOWLER, PRESIDENT.
GEO. T. MILES, VICE-PREST.
E. F. VAN GORDER, SECY & TREAS.

OFFICE OF
THE CAPITAL ICE AND STORAGE CO.
(INCORPORATED)

ICE AND COLD STORAGE.

1722 TO 1730 BLAKE STREET.
TELEPHONE 729.

Denver, Colo., Oct 9th 1906

Mr Frank M. Downer
Supt. U. S. Mint
Denver.

Dear Sir,

We propose to furnish the U. S. Mint at Denver, pure artesian ice, each work day, and in amounts as needed, at the rate of twenty-five (25) cents per 100 pounds.

Respfly
The Capital Ice & Storage Co
E. F. Van Gorder
Secy

Duplicate

Alameda Calif.
Oct 9/06

Capital Ice &
Storage Co.

Proposal to
furnish ice

Accepted

VERDECKBERG & BURKHARDT

~~Lessees and Operators of~~

~~The Denver~~ Iron & Wire Works ~~Co. Plant~~

STRUCTURAL AND ORNAMENTAL IRON, STEEL AND BRASS
WIRE WORK, WIRE CLOTH

All agreements subject to strikes, accidents, or other causes beyond our control

1401-3-5-7 Market Street

Denver, Colorado, July 24, 1906.

Mr. Frank W. Downer,

Supt. of the U. S. Mint at Denver.

Dear Sir:

We are pleased to quote you on changing four incandescent bracket lamps in alley at the U. S. Mint to arc lamps, same as shown on blue print submitted to Mr. Healy, and changing four post lamps at entrances to arc lamps as per blue prints furnished, all to have heavy frosted glass and all to be made and erected in the best workmanlike manner for the sum of Two Hundred Eighty-five Dollars ($285.)

Thanking you for the inquiry and trusting that we may be favored with the order, we remain,

Very truly yours,

Verdeckberg & Burkhardt

Dic. by E. V.

MINT OF THE UNITED STATES AT DENVER,

OFFICE OF SUPERINTENDENT OF MACHINERY,

DENVER, COLO., August 2, 1906.

Frank M.Downer, Esq.,

Superintendent, U.S.Mint at Denver.

Sir:-

Referring to the proposals herewith attached, for furnishing and delivering one motor in this building, I have to state that the bid of the Westinghouse Electric & Mfg. Co. is the lowest bid received and also the one that I recommend be accepted, in amount $170.75.

The motor in question is to be installed on the surfacing machine in the carpenter shop.

Respectfully,

F.E.Healy.

Supt. of Machinery.

FEH.

MINT OF THE UNITED STATES AT DENVER,

OFFICE OF SUPERINTENDENT OF MACHINERY,

_____, 190 .

Superintendent.

SUBJECT:

No. of Inclosures, _____

GENERAL ELECTRIC COMPANY

PRINCIPAL OFFICE
SCHENECTADY, N. Y.

Healy

Proposal accepted from Westinghouse Co as lowest bid was from them.

DENVER OFFICE, KITTREDGE BUILDING.

August 11", 1906.

Mr. E. G. Leech, Asst. Supt.,
U. S. Mint,
Denver, Colo.

Dear Sir:-

In continuation of our letter to you of July 31", quoting on small direct current motors, take pleasure in quoting you on 7-1/2 HP motor as follows:

1 - -CQ - 7-1/2 HP - 825 RPM - 230 V Shunt Wound Belt Driven Motor semi-enclosed with starting Rheostat
Net price f.o.b. Factory - - - - - - - - -$185.00
Shipment 6 to 7 weeks.

1 - -CQ 7-1/2 HP 800 RPM 230 Volt totally enclosed motor complete with Starting Rheostat
Net price f.o.b. Factory - - - - - - - - -$220.00
Shipment 12 weeks.

We would recommend for use with each of the above motors our type AA panel catalog No. 57967, containing necessary motor switch, fuses, etc.
Net price each f.o.b. Factory - - - - $21.15

We trust that prices and shipments quoted you above will meet with your approval, and that we shall have the honor of placing your order for these motors.

Very truly yours,

G. H. Robinson
Sales Department.

HCG/IV.

File

GENERAL ELECTRIC COMPANY

PRINCIPAL OFFICE
SCHENECTADY, N. Y.

Mr. Healy

DENVER OFFICE, KITTREDGE BUILDING.

July 31, 1906

Mr. E. G. Leech, Ass't Supt.,
U. S. Mint,
Denver, Colo.

Dear Sir:-

Complying with your esteemed favor of the 20th inst we herewith beg to submit proposition on direct current motor, which we hope conforms to your conditions.

1 type CQ 4 pole 7 1/2 HP 825 RPM 230 Volts belted shunt wound motor with pulley and sliding base, but without starting box net price f. o. b. Mint $181.75.

The above motor is on the basis of open rating. If semi enclosed it would be rated 6 HP, and if totally enclosed 5 1/2 HP. Price of four solid hand hole covers for totally enclosed $6.75. Price four perforated hand hole covers for semi enclosing $10.40.

Alternative.

1 type CQ 4 pole 8 HP (semi enclosed) 650 RPM 230 volts belted shunt wound motor with pulley and sliding base, but without starting box net price f. o. b. Mint $236.35.

The open rating of this motor is 10HP and the total closed rating 5 1/2 HP. The above price includes price for semi enclosing covers at $11.60. To arrive at the price total enclosed there should be substituted $7.50 for solid covers

EGL#2

FOLIO

GENERAL ELECTRIC COMPANY.

Alternative

1 type CQ 4 pole 7 1/2 HP (total enclosed rating) 625 RPM 230 volts belted shunt wound generator with pulley and sliding base, but without starting box net price f. o. b. Mint $311.25.

The Semi enclosed rating of this motor is 10HP and the standard open rating 15HP. One set of solid hand hole covers are included in this price at $8.75, but if the motor is desired semi enclosed there should be substituted therefor $13.75 for perforated covers.

The speed of the two alternatives is a little lower than you specify but we will be glad to discuss this matter further with you on learning which motor will best suit your requirements. We have not authority from our factory but we expect that any of these motors can be shipped within four or five weeks from receipt of order. On the foregoing proposition freight is included on the basis of car load lots, it being our practice to usually bring such apparatus through in our Denver car, which ordinarly runs at intervals of about ten days.

Trusting we may have the honor of placing your order, we are

Very truly yours,

G. N. Robinson

Sales Dept.

GNR--EB.

Proposals for Motors –

Form 6432. 7-10-06

Westinghouse Electric & Manufacturing Company

ADDRESS REPLY TO THE COMPANY,
429-17TH STREET

WORKS, EAST PITTSBURG, PA.

429—17TH STREET

DENVER, COLO. July 30,1906

OFFICE OF ENGINEER IN CHARGE.
Rec'd AUG 1 1906
DENVER

Mr.E.P.Leech,Acting Supt.,

United States Mint,

Denver.

Dear Sir:

Complying with your request of July 20th we are pleased to quote you as follows:

1 - 7½ H.P. type "S", entirely enclosed,250 volt,D.C.motor 765 RPM,complete with slide rails and pulley, but without starting box for the sum of $222.00

1 - 8 H.P. semi-enclosed type "S",220 volt, D.C.motor 835 RPM, complete with slide rails and pulley but without starting box for the sum of $170.75

The above prices are on motors delivered at the United States Mint,Denver; shipment on either of the above motors one week from receipt of the order with full and complete information.

Trusting these figures will meet with your approval, we remain,

Yours very truly,

Westinghouse Electric & Mfg.Co.

By- H S Sands

HSS-EPS.

Form 1720, 12-16-05 5M

GENERAL OFFICES:
246 CLINTON ST.
MILWAUKEE, WIS.

ALLIS-CHALMERS COMPANY

1651 ~~TREMONT STREET~~ 501 17th St.
DENVER, COL.

CABLE ADDRESS
"FOUNDERS"

July 23, 1906.

United States Mint,

Office -Superintendent,

Denver, Colo.

Dear Sirs:-

In answer to your request of the 20th, we take pleasure in quoting you as follows on motors:-

We can furnish you with

1- 7-1/2 H.P. type "N" 900 R.P.M. fully enclosed motor, 240 volts, without starting box, but provided with base and pulley-

Shipping weight 1030#.
Price, delivered at the Mint- $326.20.

This motor is based on the usual temperature rise for fully enclosed motors, viz: 65 degrees C. on the windings and 75 deg. on the commutator. In case this temperature is higher than you wish to consider, we offer you our next size motor, which is

1- 10 H.P. 900 R.P.M.-
Weight 1220#
Price- 267.00

This motor is operated as a 7-1/2 H.P. motor would have a temperature rise of approximately 50 degrees C.

Our price on our semi-enclosed motor is the same as the price on the fully enclosed motor, but the motor will operate about 5 degrees lower in temperature. This is based upon the use of the motor with screen covers.

If you can use our type "N" open motor, we can offer you our 7-1/2 H.P. 900 R.P.M. machine based on a rating of 40 deg.C

on the windings and 50 deg. C. on the commutator. Weight 705#.

Price delivered at the Mint- $192.00.

Trusting that one of the above propositions will be satisfactory, we are,

Yours very truly,

ALLIS-CHALMERS COMPANY

H. W. Wolfenden

HLW/ED

Denver Office

Proposals for motor for surfacing machine in Carpenter Shop.

HLW/MD

OFFICE OF DIRECTOR OF THE MINT

TREASURY DEPARTMENT

WASHINGTON November 28, 1906.

Superintendent, U. S. Mint,
Denver, Colorado.

Sir:

Your letter of the 21st instant enclosing a communication from the Melter & Refiner recommending the purchase of one cupelling furnace and one crucible melting furnace for the refinery melting room, and also a letter from the Rockwell Engineering Company proposing to furnish these furnaces, and blue prints descriptive of the same, have been received. As recommended by the Melter & Refiner you are authorized to accept the proposal of the Rockwell Engineering Company to furnish the furnaces above described at the following prices:

Cupelling Furnace for the sum of $1120.

Crucible Melting Furnace for the sum of $275.

It must be understood that these furnaces are to be furnished and installed by the Rockwell Engineering Company in accordance with the specifications transmitted by you and to your entire satisfaction.

The proposal of the Rockwell Engineering Co., with blue prints, are returned herewith.

TREASURY DEPARTMENT,

BUREAU OF THE MINT,

_____, *190*

_____

Director of the Mint.

SUBJECT:

No. of Inclosures _____

Payment for these furnaces will be made from the appropriation for Parting & Refining Bullion.

Respectfully,

Geo E Roberts

Director of the Mint.

Wheaton
Nov. 28/06

Anthony Gaeckler
proposal of
Rockwell Eng. Co.
to furnish 2 furnaces
& blower unit.